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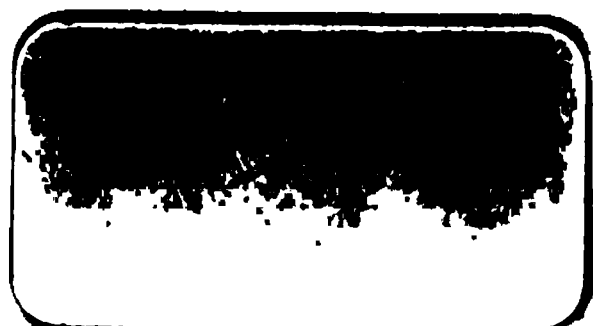
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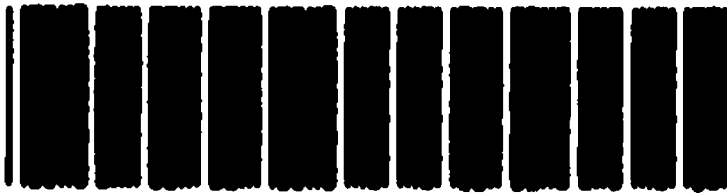




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GUIDE TO THE  
EXAMINATIONS FOR PROMC

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*PART I. THE RANK OF LIEUTEN*





*Published June 1, 1875, by*  
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CONTAI

*Questions and Answers on the subjects*  
*(Sec. 4, par. 25) to Qualify N.-C.*  
*for Promoti*

*RANK OF LI*

LT.-COLONEL J. MIL

*Fourteenth Edition—C*

GLASG  
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**THE FIELD MARSHAL COMMANDING IN CHIEF.**



## *P R E F A C E.*

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IN framing the following Questions and Answers, the object has been, not to supersede the books sanctioned by authority, but rather to facilitate their study, by classifying the information contained in them under heads corresponding to those in the Examination Order.

In wording the Answers, care has been taken to adhere as closely as possible to the text of the authorized books. A reference will be found after each Answer to the authority on which it has been framed, except in the case of "Entrenchment and Fortification of an Outpost," where such a minute reference was impracticable. On a few points which the Regulation books do not mention, the writer has ventured to supply information based on the established usages of the service ; in every such case an asterisk is appended to the Answer.

In the present (fourteenth) Edition all the alterations rendered necessary by the publication of the Mutiny Act, 1875, and of recent Army Circulars and General Orders, have been made.

*June 1, 1875.*



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## NOTE.

ference, the leading words of questions in each page are printed in black type.

Questions and answers on drill, in order to distinguish the commands given by the Instructor of the drill from those given by company officers, the commands of the first are in black letters, those of the others in Italics.

The following abbreviations have been adopted in the work :—  
*Reg.*, Regulations; *Art. War*, Articles of War; *M. Act*, Military Act; *F. Ex.*, Field Exercise; *Musk. Reg.*, Musketry Regulations; *W. O. Reg.*, War Office Regulations, 1848; *Explan. Dir.*, Explanatory Directions, 1848; *W. O. Circ.*, War Office Circulars; *A. Circ.*, Army Circular (new series); *G. O.*, General Order; *C.-in-Chief*, Commander-in-Chief; *C. Officer*, Commander; *A.-General*, Adjutant-General; *D. A.-General*, Deputy Adjutant-General; *Q.-M. General*, Quartermaster General; *D. Q.-M. General*, Deputy Quartermaster General; *D. Judge-Adv.*, Deputy Judge-Advocate; *N.-C. Officer*, Non-Commissioned Officer; *C.-Martial*, Court-Martial; *N.-E.*, Non-Effective; *Good Conduct Pay*; *A. H. Corps*, Army Hospital Corps; *A. S. Corps*, Army Service Corps.



## EXAMINATIONS FOR PROMOTION.

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### Non-Commissioned Officers and Sub-Lieutenants of the Army.

#### *Extracts from Section 4 of the Queen's Regulations and Orders for the Army.*

“ 25. A Non-commissioned officer, before he can be recommended for promotion to the rank of sub-lieutenant, must be in possession of a first-class certificate of education, including English history and general geography, and after being selected by the Commander-in-Chief for a commission, he will be required to pass a satisfactory examination before a board of officers in the following subjects :—

“ (a). The duties of regimental orderly officers, of officers commanding guards, and of subaltern officers of guards under officers of superior rank.

“ (b). The various exercises and evolutions prescribed in the first two parts of the ‘ Field Exercise of Infantry ’ ; rifle drill and practice ; and the theoretical principles of musketry, as defined in the authorized book of instruction.

“ (c). Those parts of the ‘ Queen's Regulations and Orders for the Army ’ which relate to the duties and conduct of a subaltern officer ; the Mutiny Act, and Articles of War, so far as is necessary for the performance of the duties of a member of a court-martial.

“ (d). The Regulations for the army in regard to the pay and messing of the troops, the supply of clothing and necessaries, and all details regarding the mode of carrying the various articles of the soldier's kit, arms, accoutrements, and ammunition.

“(e). The construction of shelter-trenches, and the entrenchment and fortification of an outpost.

“26. In case of a quartermaster being recommended for appointment to the rank of lieutenant, he will be required to undergo the examination prescribed for non-commissioned officers.

“27. Under the provisions of Article 6 of the Royal Warrant of 30th October, 1871, sub-lieutenants promoted from the rank of N.-C. officer will, after 12 months' satisfactory service with a regiment, be promoted to the rank of lieutenant, with an ante-date of 12 months. They will not be called upon to pass any examination.

“28.\* Other sub-lieutenants (with the exception of those appointed to regiments serving in India) will be required to go through a course of study at a military college.†

“29.\* At the end of the course they will be required to pass an examination in the above subjects.

“30.\* On the pass list of the examination prescribed in the foregoing paragraph, sub-lieutenants will be placed in one of three classes, according to their proficiency as shown at the examination. They will then be appointed to regiments; and after serving 12 months, will be examined by a board of officers in the subjects mentioned in paragraph 25 (*ante*); on passing this examination they will be promoted to the rank of lieutenant.

“32.\* They (sub-lieutenants) will also be removed from the service if they fail to pass the examination laid down in paragraph 25 (*ante*) within 3 years of the date of their commissions as sub-lieutenants.

“32 (A). Sub-lieutenants appointed to regiments serving in India will not join the military college, but will proceed to join their depots or regiments in India; and after serving 12 months, and passing the examination prescribed in paragraph 25 (*ante*), will join a class of garrison instruction, &c.

“51. For the purpose of conducting the examination of N.-C. officers of the army, boards of examination will be assembled as

\* As amended by G. O., 46, 1874.

† For subjects of study at the military college, see G. O., 46, 1874; also the part of this work applicable to the promotion of SUB-LIEUTENANT TO LIEUTENANT.

occasion may require, and are to be composed of three members, of whom one will, when possible, be a field officer. On no occasion, when it can be avoided, is an officer of the same regiment as the candidate to be a member.

“52. For the examination of N.-C officers, boards will satisfy themselves by examination in the field, and *viva voce* questions, that the officer is instructed in the required subjects; and will further prepare one hundred written questions on the various subjects detailed above in paragraph 25 (*ante*). The questions are to be written on half-margin, and the replies inserted opposite to them in the N.-C. officer's handwriting. The board will mark in red ink their correction of any mistakes in the answers, and will certify in each case that ‘the candidate has not received any assistance from books or other sources.’ The report of the board is to be made on a separate sheet (W. O. F., 263), and when officers of different regiments are examined by the same board, the report in connection with each regiment is to be made separately and forwarded to the general or other officer commanding, who will express his concurrence (or otherwise) in the opinion of the board, and transmit the report to the A.-general.

“53. The board will summarize the result of each written examination in the following form :—

	<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>Tl.</i>
Number of questions answered correctly,						
„ „ imperfectly,						
„ „ incorrectly,						
„ unanswerd,						
Total number of questions,						100

The manner in which the papers are written and spelt will be taken into consideration by the C.-in-Chief when deciding upon the qualifications of the candidates for promotion.”

**EXAMINATIONS FOR APPOINTMENTS.****Militia Lieutenants.**

*G. O.*, 64, 1874.—(1.) The examination of militia officers will be invariably conducted according to the rules laid down for the army in section 4, paragraphs 52 and 53 (*ante*), of the Queen's Regulations and Orders for the Army, 1873, so far as they may be applicable to militia; the only variations consisting in the subjects required, which are laid down in the several certificates, and the number of questions in each subject, which are not to exceed fifteen.

(2.) The proceedings, together with the certificate, if granted, will be forwarded with written questions and answers to the general officer commanding the district, who will transmit them in accordance with Regulations.

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*Extracts from Regulations issued with G. O.*, 19, 1875.

27. Before a lieutenant of militia can be granted a commission as lieutenant in the army, he will be required—

- “(a). To have served two annual trainings with his militia regiment.
- “(b). To pass the qualifying examination described in paragraph 22 (for Queen's and Indian cadets), or to produce a university certificate, as prescribed in paragraph 24.
- “(c). To produce a certificate from a board of examination that he is thoroughly acquainted with the following subjects:—

The first two parts of the ‘Field Exercises of the Infantry’ and the command of a company in battalion. Rifle drill and practice; and the theoretical principles of musketry, as defined in the authorized book of instruction.

The duties of regimental orderly officers, of officers commanding guards, and of subaltern officers of guards under officers of superior rank; and the mode of marching reliefs and posting sentries.

Those parts of the Queen's Regulations and Orders for the Army which relate to the duties and conduct of a subaltern officer; and the Mutiny Act and Articles of War, so far as is necessary for the performance of the duties of a member of a C.-martial.

The Regulations for the Army in regard to the pay and messing of the troops, the supply of clothing and necessaries, and all details regarding the mode of carrying the various articles of the soldier's kit, arms, accoutrements, and ammunition.

“(d). To be recommended by his commanding officer, the recommendation being confirmed by the officer commanding the sub-district, and the general officer commanding the district.”



# GUIDE

TO THE

## EXAMINATIONS FOR PROMOTION.

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### N.C. OFFICER TO SUB-LIEUTENANT.

---

The Duties of Regimental Orderly Officers, of Officers commanding Guards, and of Subaltern Officers of Guards under Officers of Superior Rank.

[*Q. Reg., S. 4, § 25, (a.)*]

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### DUTIES OF REGIMENTAL ORDERLY OFFICERS.

*Q.* State what **officers** are detailed daily for regimental duty, and describe the nature of that duty.

*A.* The captain of the day and the orderly officer. In addition to certain specified duties, they are required to superintend all regimental details, and are responsible for the order and regularity of the barracks during their tour of duty. [\*]

*Q.* What **N.-C. officers** assist the officers of the day?

*A.* The orderly serjeant and orderly corporal. [\*]

*Q.* Detail some of the **principal duties** of the orderly officer.

*A.* To inspect the provisions, visit the messes, the library, school, tailor's and shoemaker's shops, cells, kitchens, and canteen, and to attend guard-mounting and evening parades; to visit barrack rooms and married quarters, and to inspect the regimental guard by day and night; to attend roll calls; to inspect the piquet, and at tattoo to collect the reports, see lights out, canteen closed, and all regular. When there is no captain of the day the hospital also must be visited. [\*]

*Q.* What is the orderly officer's duty at **inspection of provisions**?

*A.* To ascertain that they are of good quality, of proper weight, and correctly entered in the pass-books; to report any breach of

contract; and to be present at the issue of the rations. He should see that the orderly men who receive the rations, and the metal meat dishes, are clean. [G. O., 69, 1868. \*

Q. If the orderly officer and the captain of the day consider the provisions inferior to contract, what course should they pursue?

A. In the case of rations they should report to the commanding officer, who will, if he sees fit, assemble a committee to investigate the matter. Articles of messing may be rejected, and must be replaced, at once; but the contractor may afterwards appeal to the commanding officer. [id.

Q. What should be looked to in **visiting messes**?

A. That the meals are properly prepared; that the clothing, necessaries, accoutrements, and arms are arranged according to order, the beds folded, and fresh air admitted into the rooms; that the men are properly dressed, and all reported present; and that there is no cause for complaints. [Q. Reg., 7, § 98. \*

Q. What is the rule as to meals of men on guard?

A. They are carried to the guard by their comrades, or by the orderly men, who parade with the mess tins, for the orderly officer's inspection, five minutes before the meal hour of the battalion. [\*

Q. How should the men be dressed when at their meals?

A. With jackets buttoned. [\*

Q. Should the men stand at attention when visited by the orderly officer at their meals?

A. Yes. [\*

Q. Whose duty is it to report the men present or otherwise?

A. That of the orderly serjeant of each company. [\*

Q. What is the orderly officer's duty regarding **absentees**?

A. To enter their names in his report. [\*

Q. Should the orderly officer be accompanied by any one when visiting the men's messes?

A. Yes; by the orderly serjeant or corporal. [\*

Q. When a complaint is made to the orderly officer regarding messing, what course should he pursue?

A. After making every inquiry, he should report the matter to the captain of the day as soon as possible. [\*

Q. When visiting the **cells, school, canteen, kitchens, library, and tailor's and shoemaker's shops**, what points should the orderly officer attend to?

A. Cleanliness, order, regularity, and observance of orders. He should visit each prisoner, and inspect the cells, signing the prescribed report. He should visit the school during school hours, see the master and mistress, and inquire as to the regularity of attendance. At the canteen he should see the N.-C. officer duty, and receive his report as to all in his charge. At the



kitchens he should inspect the cooking apparatus whilst the meals are being cooked, and afterwards see that it is cleaned when the meals have been removed. The cooks should be paraded in cooking dresses at some convenient hour for the orderly officer's inspection. [\*

Q. At what hour should the orderly officer inspect the **barrack rooms** and married soldiers' quarters?

A. The former before morning parade, the latter between the forenoon and evening parades. [\*

Q. What should be particularly attended to in visiting the **barrack rooms**?

A. That they have been properly cleaned, and that the rules laid down by regulation as to the ventilation and general arrangement of the rooms have been strictly attended to. [Q. Reg., 15, § 9.

Q. Who are responsible for the good order of rooms?

A. The N.-C. officers in charge, as well as the orderly serjeant and the colour serjeant of the company. [\*

Q. Describe the orderly officer's duties at the guard-mounting and evening **parades**.

A. At the first he should take over from the adjutant the guards commanded by N.-C. officers, and march them off to their posts. At the last he must perform such duties as the captain of the day may require of him. [\*

Q. Who is responsible for the regularity of the **men for duty**?

A. The adjutant. [\*

Q. In the absence of the adjutant, whose duty is it to parade the guard and piquet, and perform the duties of that officer?

A. That of the orderly officer, unless another officer has been appointed for the purpose. [\*

Q. How often should the orderly officer visit the **barrack guards** commanded by N.-C. officers, and at what hours?

A. Once by day and by night: directions should be obtained from the captain of the day as to the hours of visit. [\*

Q. Describe the orderly officer's duties when visiting the guard.

A. He should inspect the men under arms, ascertaining that all are present, sober, and alert; visit the guard room and prisoners, and go round the sentries to see that they are acquainted with and understand the orders of their posts. [\*

Q. Should a **sentry** be unacquainted with or misunderstand his orders, what course should the orderly officer pursue?

A. He should see that the sentry is instructed at once, and ascertain whether the ignorance of the sentry was the result of neglect on the part of the corporal who posted him. [\*

Q. By whom should the orderly officer be accompanied when visiting sentries?

A. By the corporal of the guard. [\*

Q. What is the duty of the orderly officer as to dismissing a **relieved guard** to its quarters?

A. If the guard is under a N.-C. officer, and no officer is present on the parade, a report will be made to the orderly officer or adjutant previous to dismissal. If the arms are loaded, the charges should be drawn in the orderly officer's presence. [\* Q. Reg., 8, § 31.

Q. What duties has the orderly officer at **retreat** and **tattoo**?

A. At retreat, to inspect the piquet; at tattoo, to collect reports, inspect piquet, and see that the canteen is cleared; and a quarter of an hour after, to see that the lights in every room, except the serjeants' mess, in which gas may be burned half an hour later, and in a recreation room in which light is permitted during extra hours, have been extinguished. [\* Q. Reg., 15, § 42.

Q. Are **reports** to the captain of the day verbal or written?

A. A written report of ordinary duties, according to form, should be made to the captain, for the commanding officer's information, before nine o'clock the following morning. If it is necessary to report anything extraordinary, the report should be made verbally at once. [\*

Q. Should the orderly officer's report be sent by him to the captain of the day?

A. It is the custom for the orderly corporal coming off duty to collect the reports and carry them to the captain; but the orderly officer is responsible that his report is despatched in time. [\*

Q. To whom should the orderly officer look for instructions when *cases of difficulty* occur in the performance of his duty?

A. To the captain of the day. [\*

Q. Should part of the orderly officer's *duty be omitted*, what is the proper way of accounting for the omission?

A. Where a duty is omitted, it should be so stated in the report. When the omission has been unavoidable, and the cause is evident, no more need be said; but if otherwise, the report should be accompanied by a written explanation. [\*

Q. May orderly officers **leave barracks**, camp, or cantonment?

A. No.

[\* Q. Reg., 8, § 54.

## DUTIES OF OFFICERS ON GUARD.

Q. Describe generally the duties of **commanders** of guards.

A. To make themselves acquainted with the orders of the guard as well as with those on each sentry's post. The orders of the guard are to be read and explained to the men as soon as the guard is mounted. Every relief is to be inspected on going out and coming in. Commanders are to go their rounds at least twice by

day and twice by night. The greatest vigilance is to be exercised to ensure an exact performance of duty on the part of all under their command, and to prevent drinking and other irregularities.

[*Q. Reg.*, 8, §§ 21, 22.]

*Q.* At what hour should guards mount?

*A.* As a rule, at 10 A.M. [*id.*, § 19.]

*Q.* By whom should guards be inspected and sized before going on duty, and by whom should they be marched from the regimental to the general parade?

*A.* By the adjutant. [*id.*, § 20.]

*Q.* Describe how guards are told off, and formed on the garrison parade for guard mounting, before being handed over to the town or brigade major.

*A.* The men are told off into guards of equal strength by the adjutant of the day, and formed in column with unfixed bayonets; the senior serjeant of each guard taking command of it. They are then wheeled into line, a serjeant being on the left of the line. The colour is placed at a distance of about two yards in front of the left of the line, in charge of a serjeant, with double sentries. The band in front of the right of the line, at right angles with it, turned inwards opposite the colour; the drums in front of the left of the line, a short distance in front of the colour, turned towards the band. The guards take open order by command of the adjutant, and are handed over by him, with shouldered arms, to the town or brigade major. The adjutant then takes post on the right of the line. [*F. Ex.*, VI., 12.]

*Q.* How do the officers for duty fall in at the guard-mounting parade, and when?

*A.* The guards being in line at open order, and the N.-C. officers formed near the saluting base, and opposite the centre of the line facing it, the drums beat the assembly. As it commences, the officers for duty fall in 3 paces in front of the serjeants, and about 3 paces from each other, with carried swords. [*id.*]

*Q.* What takes place next?

*A.* The town or brigade major delivers the parole and counter-sign to the commanders of guards, and points out the guards they are to command. [*id.*]

*Q.* What officers should be with the right guard?

*A.* A captain and lieutenant, and also a lieutenant to carry the colour; when there are not sufficient officers for this, the captain and lieutenant for the colour only will be with it, in front of the second files from the right and left, and the lieutenant commanding the second guard will take command of the escort when it goes for the colour, moving together with the lieutenant for the colour, in front of the centre of the first guard. [*id.*]

**Q.** On the command from the field officer of the day, "OFFICERS AND NON-COMMISSIONED OFFICERS, OUTWARDS—TURN, TAKE POST IN FRONT OF YOUR RESPECTIVE GUARDS, QUICK—MARCH," what happens?

**A.** The officers and serjeants turn outwards, the former recovering swords, the latter their rifles. They step off and halt and turn towards the line—the officers opposite their posts in line, the serjeants opposite the right of their guards. As they halt, the officers carry swords, the serjeants shoulder rifles.

[*F. Ex.*, VI., 12.

**Q.** What is done on the words, "To YOUR GUARDS, SLOW—MARCH"?

**A.** The officers and serjeants step off, recovering swords and rifles at the first pace. When 3 paces from the line, the officers mark time, and the senior serjeants do the same when on the right of their guards; the remainder move through the line to the supernumerary rank. The officers and serjeants halt and front by command, when the former carry swords, and the latter shoulder rifles.

[*id.*

**Q.** On the command, "OFFICERS AND NON-COMMISSIONED OFFICERS, INSPECT YOUR GUARDS," what takes place?

**A.** The officers and serjeants commanding guards pass down the front rank and back between the ranks, inspecting the men, and then resume their position in front of the line.

[*id.*

**Q.** When the drummer's call beats, what will the officers of the right guard do?

**A.** On the first tap the captain and lieutenant will recover swords and turn inwards. The lieutenant for the colour, who will be in front of the centre of the company, will step back 1 pace. During the call the captain will move in quick time, and place himself in front of the right file of the second guard, and the lieutenant will place himself 2 paces in front of the lieutenant for the colour, both carrying swords.

[*id.*

**Q.** On the command, "ESCORT FOR THE COLOUR, CLOSE ORDER—MARCH," what will the officers do?

**A.** They will remain in front.

[*id.*

**Q.** In marching towards the colour, how far should the escort move out from the line before it wheels to the left?

**A.** The distance of a guard and a half.

[*id.*

**Q.** In what direction will it move after wheeling to the left?

**A.** Straight towards the colour.

[*id.*

**Q.** When should the officer halt the escort and open ranks?

**A.** At rather more than wheeling distance from the colour.

[*id.*

**Q.** Describe the ceremony of saluting and receiving the colour.

**A.** The serjeant-major will move in quick time, by the left flank,

to the front, receive the colour, and return towards the escort. The lieutenant for the colour will move out 4 paces in front of the lieutenant, passing by his right. Having saluted and returned his sword, he will receive the colour from the serjeant-major, place it in his belt, and turn about. The escort will then present arms, the serjeant-major saluting, the remaining serjeants porting arms and turning outwards. [F. Ex., VI., 12.]

Q. On the command "*Shoulder—arms*," to the escort, where will the lieutenant with the colour go?

A. He will resume his post in rear of the lieutenant, passing by his left. [id.]

Q. What command should be given next to the escort?

A. "*Left wheel, Slow—march*." [id.]

Q. What are the next words of command to the escort?

A. The lieutenant, when 4 paces from the line of officers, will give, "*Right—turn, Left—wheel*;" and when the leading file arrives at the left file of the front rank of the line, "*Left—wheel*." [id.]

Q. What then happens?

A. The guards will present arms. The lieutenant of the escort will move along the front of the line of officers, abreast of the second file from the right of the escort, the lieutenant carrying the colour following him abreast of the centre. The front rank of the escort will file between the ranks of the guards, the rear rank 1 pace behind the rear rank of the guards. [id.]

Q. When the head of the escort arrives at the right of the remainder of the line, where do the officers place themselves?

A. The captain will take the place of the lieutenant, and move on with the guard; the lieutenant will mark time when at his original post, and the lieutenant with the colour will move on, passing him by the proper front. [id.]

Q. When the escort has cleared the remainder of the line, what words of command should be given it?

A. "*Halt—front, Dress, Eyes—front*," by the lieutenant; "*Present—arms*," by the captain. [id.]

Q. What is done next?

A. The guards shoulder and, if a general officer is present, salute. After this they take close order, the colour taking post in rear of the fourth file from the left of the right guard. The guards then break into column and march past, the colour changing flank during the second wheel. [id.]

Q. How will the guards then be formed?

A. They will be halted, wheeled into line, and directed to order and stand at ease; the markers will be called to the front, and when they are properly covered in column the line will be ordered to come to attention, turn to the left, and form guards. [id.]

**Q.** How should all guards, reliefs, rounds, and patrols **carry their arms** in marching?

**A.** At the "slope," with bayonets fixed, except in wet weather, when they will march at the "secure," with unfixed bayonets. The same rule applies to rifle battalions, except that swords are not fixed. [*Rifle Ex.*, 1874, S. 13.]

**Q.** How are guards of four files and upwards **marched off**?

**A.** In fours to the right. [*F. Ex.*, VI., 12.]

**Q.** How do guards march off when of less than four files?

**A.** To the front in line, or to the right in file. [*id.*]

**Q.** On **approaching their posts**, how do guards form?

**A.** The new guard, with bayonets fixed, is halted 15 paces from the old guard, dressed, and directed to take open order. [*id.*, 13.]

**Q.** Where the new guard cannot advance in line towards the front of the old guard, how will it move?

**A.** In fours or files, and will halt and front opposite the old guard, or, if necessary, on its left, with an interval of 4 or 6 paces. [*id.*]

**Q.** How will the old guard be drawn up to receive the new?

**A.** At open order on its own parade. [*id.*]

**Q.** Describe what is done in **relieving guard**, when the ranks of the new guard have taken open order?

**A.** The old guard will present, and the new guard will return the salute, after which both guards will shoulder, and the commander of the old guard will hand to the commander of the new the duplicate of his guard report; the guards will order and stand at ease, and the new guard being told off, the first relief will be sent out. [*id.*]

**Q.** When should the commander of the new guard take over the property in charge of the guard?

**A.** Whilst the first relief is going round. [*id.*]

**Q.** How is he to ascertain that it is correct or otherwise?

**A.** By comparing it with the list in the old guard report. [*id.*]

**Q.** When the relief has returned, what takes place?

**A.** Both guards are called to attention, and shoulder, and the old guard takes close order. [*id.*]

**Q.** How does the **old guard** then march off?

**A.** In fours or files to the right (or left), whilst the new guard presents arms. [*id.*]

**Q.** When will the **new guard** shoulder and take close order, after presenting to the old guard?

**A.** When the left of the latter is clear of the ground on which it stood. [*id.*]

**Q.** What is then done with the new guard?

**A.** It forms fours to the right, wheels to the left, and again

wheels to the left on its leading file arriving at the left of the ground on which the old guard formed ; the commander then orders it to halt, front, order, and stand at ease, reads the orders to his men, and dismisses them. [*F. Ex.*, VI., 13.]

*Q.* When are the orders of the guard read to the first relief ?

*A.* When it comes in. [*id.*]

*Q.* How often should sentries be relieved ?

*A.* Every 2 hours ; but in bad weather every hour by night, at the discretion of the officer commanding. [*Q. Reg.*, 8, § 26.]

*Q.* How should a relief be formed ?

*A.* In single rank, if of less than four men : in two ranks, if of four and upwards. [*F. Ex.*, VI., 14.]

*Q.* How should reliefs be marched ?

*A.* In line when on open ground ; in single rank or files when in streets or narrow places. [*id.*]

*Q.* Where should the corporal of a relief be placed ?

*A.* On the right, if in line ; in the proper front of the rear file, if otherwise. [*id.*]

*Q.* When the first relief of a guard is sent out, what N.-C. officer should accompany it, in addition to the corporal of the relief, and for what purpose ?

*A.* A corporal belonging to the old guard, to bring in the relieved sentries. [*id.*]

*Q.* Where should the corporal of the old guard be placed in marching with the relief ?

*A.* On the left flank, if in line ; in front, leading the single rank or front rank, if otherwise. [*id.*]

*Q.* Is the first relief commanded by the corporal of the old guard or by the corporal of the new ?

*A.* By the corporal of the new guard till the sentries are relieved ; after which the corporals change places, and the corporal of the old guard takes command. [*id.*]

*Q.* In relieving sentries, where does the sentry about to be relieved place himself as the relief approaches ?

*A.* In front of the box, with shouldered arms. [*id.*, 15.]

*Q.* At what distance from the sentry should the relief be ordered to shoulder arms ?

*A.* At about 10 paces. [*id. Rifle Ex.*, S. 13.]

*Q.* At what distance from the sentry should the relief halt ?

*A.* At about 6 paces. [*F. Ex.*, VI., 15.]

*Q.* Describe the method of relieving sentries.

*A.* The old sentry and the man who is to relieve him are ordered to port arms, the latter moving out from the relief and placing himself at 1 pace from the former, facing him. The old sentry then gives over his orders, the corporal referring to the

board to see if they are correct. At the word "*Pass*," the old sentry takes 1 pace to his left, and then moves to his place in the relief, turning to the rear, and the new sentry takes one pace to his front; both then shoulder and front. [*F. Ex.*, VI., 15.]

Q. How soon after leaving the sentry's post may the relief be ordered to slope arms?

A. When it has proceeded about 10 paces.

[*id.* *Rifle Ex.*, S. 13.]

Q. What should be pointed out to every sentry?

A. The front of his post and the extent of his walk. [*id.*]

Q. State generally the orders regarding sentries on post.

A. Sentries walking backwards and forwards must do so in a soldier-like manner; they must not quit their arms, lounge, or converse; nor must they remain in their boxes in good, or even moderate weather. Bayonets are to be fixed, and arms shouldered or sloped. In rifle battalion swords are not to be fixed without special orders, and the arms may be supported at the halt, or carried at the sling or trail in marching. [*id.*]

Q. Describe the **compliments to be paid by sentries to officers**.

A. On approach of an officer, when he is at least 15 paces distant, a sentry, if on the march, will halt, front, and shoulder; if standing at ease, he will come to attention and shoulder. To field, and other officers entitled to the salute, he will present.

[*F. Ex.*, VI., 16.]

Q. How should a sentry salute armed parties?

A. He should present arms. [*id.*]

Q. Are parties with side arms always to be considered as armed?

A. Yes. [*id.*]

Q. How do armed parties return a sentry's salute?

A. When marching at the slope or support, by shouldering arms; when marching at the trail, by advancing arms, if with long rifles, or shouldering, if with short. [*id.*]

Q. How should a sentry salute unarmed parties?

A. If they are commanded by field officers, he should present; if by any one under that rank, shoulder arms. [*id.*]

Q. How should the commander of an unarmed party return a sentry's compliment?

A. By giving the words, "*Eyes—right* (or *left*)", and having passed him, "*Eyes—front*." [*id.*]

Q. How should parties marching with arms at the secure, or with side arms, pay and return compliments?

A. As unarmed parties. [*id.*]

Q. May sentries present arms to officers and armed parties after sunset?



A. No ; but as long as they can discern an officer they will come to their front on his approach, and stand steady with shouldered arms till he has passed. [*F. Ex.*, VI., 16.]

Q. How does a sentry in a sentry box salute ?

A. By coming to attention smartly. [*id.*]

Q. May a sentry return to his guard at the expiration of the usual time, if not relieved ?

A. No. [*Art. War.*]

Q. What are the orders as to N.-C. officers visiting sentries ?

A. In addition to the rounds of the commander, a N.-C. officer and file of men are to visit the sentries frequently, in order to ascertain that they are acquainted with their orders, and are carrying them out in a proper manner. The greatest vigilance is to be exercised by the N.-C. officers to ensure a correct and exact performance of duty by all under them. [*Q. Reg.*, 8, § 22.]

Q. Define generally the duties of hospital sentries.

A. Not to admit any person except the medical officer, chaplain, officers, persons employed in the hospital, and visitors at fixed hours. The latter must be provided with passes. To prevent liquor, &c., being carried into hospital, and not to allow any patient to go beyond the boundaries without a leave-ticket. To stop orderlies carrying bundles from hospital without a pass.

[*Medical Reg.*, p. 51. *Q. Reg.*, 14, § 9.]

Q. Name some of the orders which should be given to sentries over forage stores.

A. Not to admit forage into them unless passed by a commissary or orderly officer. [*Q. Reg.*, 11, § 34.]

Q. When it gets dark, how do sentries challenge ?

A. On the approach of any person, the sentry will port arms, and call out in a sharp tone, "*Halt, Who comes there?*" If on a post where a sudden rush could be made on him, he should come to the charge. If the person approaching gives a satisfactory reply, the sentry should say, "*Pass, friend—All's well,*" remaining at the port or charge till he has passed. [*F. Ex.*, VI., 17.]

Q. If the person approaching a sentry, on being challenged, answers, "GRAND (OR VISITING) ROUNDS," what takes place ?

A. If there is no countersign, the sentry will say, "*Pass, grand (or visiting) rounds—All's well,*" shouldering his arms at the same time, and presenting as they pass, if they are grand rounds. But when there is a countersign, the sentry will say, "*Stand, grand (or visiting) rounds—Advance one and give the countersign,*" at the same time coming to the charge, in which position he will receive the countersign. If the countersign is correct, he will say, "*Pass, grand (or visiting) rounds—All's well,*" and shoulder : if they are grand rounds, he will present arms as they pass. [*id.*]

**Q.** If the sentry who challenges the rounds is at or near the guard room door, what takes place?

**A.** On the reply, "**GRAND (or VISITING) ROUNDS,**" the sentry will call out, "*Guard, turn out,*" and as soon as it has fallen in, if there is no countersign, the commander will call out, "*Advance, grand (or visiting) rounds—All's well;*" if there is a countersign, a corporal or serjeant will be sent with the right and left file of the guard according to the position of the rounds. He will move next the front rank man; when at 10 paces from the rounds he will order his men to halt and port arms, and will then challenge, "*Who comes there?*" On the reply, "**GRAND (or VISITING) ROUNDS,**" he will order, "*Stand, grand (or visiting) rounds—Advance one and give the countersign.*" The officer or N.-C. officer of the rounds will advance and give the countersign, the two men of the file charging bayonets as he advances. After receiving the countersign, the N.-C. officer of the escort will go back and repeat it to the commander of the guard. [F. Ex., VI., 19.]

**Q.** Should the countersign be correct, what takes place next?

**A.** The commander of the guard will call out, "*Advance, grand (or visiting) rounds—All is well;*" the N.-C. officer of the escort will order his men to "*Shoulder—arms,*" turn inwards, and step back 3 paces each; the rounds will pass between them, and if they are grand rounds the escort will present. The rounds will then advance to the guard, and the escort will be ordered by the N.-C. officer to shoulder, if they have presented, turn inwards, march back, and fall in on the flank of the guard, taking up the present if the guard are at the present. [id.]

**Q.** What compliment will be paid to the rounds by the guard?

**A.** To grand rounds the guard will present, to visiting rounds it will remain at the shoulder. [id.]

**Q.** What is meant by the grand or visiting rounds?

**A.** When the field officer of the day visits guards it is called grand rounds, when the captain of the day visits guards it is called visiting rounds. [id.]

**Q.** When guards turn out, how do they fall in?

**A.** With shouldered arms at open order. [id.]

**Q.** Should guards turn out after sunset?

**A.** Not except on approach of a body of troops, in cases of alarm, or to receive rounds. [id.]

**Q.** What is to take place on guard at the commencement of the réveille, retreat, and tattoo sounding?

**A.** The guards are to turn out, and to be inspected by the commanders. [Q. Reg., 8, § 25.]

**Q.** Describe how a guard or piquet is turned in.

**A.** It is dismissed as a company. [F. Ex., II., 28.]

Q. Do guards over crowned heads pay compliments to others?

A. Not except to princes of the Blood-Royal. [Q. Reg., 3, § 1.

Q. What is the rule as to guards saluting *general officers*?

A. They are to turn out and pay the proper compliments to general officers in uniform. [id., § 21.

Q. What compliments are paid by guards to *commanding officers* of their own regiments?

A. The guards turn out and present arms once a day. [id., § 23.

Q. Do guards turn out to *officers in plain clothes*?

A. Not except to members of the Royal Family, the Lord-Lieutenant of Ireland, and governors, or lieutenant-governors, within their governments. [id., § 22.

Q. When *guards on the march* meet a general officer, how are they to salute?

A. They are to pay the customary salute in passing. [id., § 21.

Q. When *uncased colours pass a guard*, how are they saluted?

A. With the utmost respect, arms presented, and drums beating. [id., § 20.

Q. What are guards to do when *armed parties* approach?

A. They are to get under arms, and stand with shouldered arms; but they are not to pay compliments between "retreat" and "réveille." [id., § 25.

Q. Are guards to turn out when *unarmed parties* pass their posts?

A. No. [id.

Q. When persons entitled to a salute pass *in rear of a guard*, is the officer to face his guard about, or beat his drum?

A. No; the men stand shouldered. [id., § 24.

Q. When persons entitled to a salute *pass guards relieving*, how are they saluted?

A. Both guards salute by order of the senior officer. [id.

Q. Are officers of the *navy, marines, militia, volunteers*, and *departments* entitled to compliments, when in uniform, from guards and sentries?

A. Guards and sentries pay compliments to officers of the navy, marines, militia, and volunteers, when in uniform, but only sentries pay compliments to officers of the departments.

[id., 3, § 29.

Q. When a fire breaks out, or alarm is raised in a garrison, or the vicinity of a guard, what should the guard do?

A. It is to be under arms, the barriers are to be shut, and so continue till the fire is extinguished. [id., 8, § 27.

Q. What is the rule as to *custody of prisoners* by a guard?

A. Guards must receive such prisoners as are made over to

them by an officer or N.-C. officer. A written charge should be required. [\* *Art. War.*

Q. May an officer of a guard refuse to *receive* a prisoner from an officer or N.-C. officer on the ground that a charge is not given with the prisoner?

A. No. It is sufficient that the prisoner is amenable to military law, and that the person confining him is known and responsible.

[*id.* *Simmons on Courts-Martial.*

Q. Having received the prisoner, what *report* must the commander of the guard make regarding him?

A. He must, within twenty-four hours, or as soon as he is relieved, give, in writing, the prisoner's name and crime, and the name of the person committing him, to the officer commanding. [*Art. War, 72.*

Q. May an officer commanding a guard *release* a prisoner committed to his charge without proper authority?

A. He is forbidden to do so. [*id.*, 73.

Q. If no charge is received against a prisoner, what course should the officer of the guard follow?

A. Report the prisoner and the person confining him, stating that no charge has been received. [*Simmons on Courts-Martial.*

Q. How should soldiers in a state of *drunkenness* be confined?

A. If possible alone, and in the prisoner's room or cells until sober. [*Q. Reg.*, 6, § 30.

Q. How often should soldiers confined in a state of drunkenness be visited, and by whom?

A. They are to be visited at least every two hours by a N.-C. officer of the guard and an escort. [*id.*

Q. When prisoners confined for drunkenness are found to be suffering from disease, what steps should be taken?

A. A medical officer should be forthwith sent for. [*id.*

Q. Are prisoners, when awaiting trial or sentence in the guard-room, to be supplied with barrack **bedding**?

A. Yes. [*G. O.*, 5, 1869.

Q. What are the rules as to **patrols** detached to assist civil authorities, or to quell disturbances in which soldiers are concerned?

A. They are to be fully armed; and when employed in the actual suppression of disturbances, they are to be under an officer; but this does not apply to ordinary regimental piquets, &c.

[*Q. Reg.*, 8, § 30.

Q. What are the rules as to officers and soldiers **leaving their guard**?

A. Commanders are never to quit their guards except for the purpose of visiting sentries, and are then to inform the next in command of their intention and probable time of absence. No

soldier may quit his guard without leave, which is to be sparingly granted, and only for special purposes. [Q. *Reg.*, 8, § 23.]

Q. May officers or soldiers take off their **clothing or accoutrements** when on guard?

A. No. [*id.*, § 24.]

Q. Who are responsible that no **drinking**, or irregularity is allowed in the guard room?

A. The officers and N.-C. officers. [*id.*, § 22.]

Q. What is the rule as to supplying **coffee** to soldiers on guard?

A. Regimental arrangements should be made to supply hot coffee at some period of the night to each man. [*id.*, § 26.]

Q. Describe what is meant by the **guard report**.

A. It is a document in a prescribed (W. O.) form, in which are specified the duties performed, the hours at which the officer went his rounds; and the hours at which the guard was visited by officers on duty, or rounds of any description. It should contain a roll of the guard, and a memorandum of the post to which each sentry was detailed, a list of prisoners, with their crimes, and an inventory of public property, &c., in charge of the guard.

[\* *id.*, §§ 28, 29.]

Q. To whom should an immediate report be made by the commander of any unusual occurrence that may happen at or near a guard?

A. To the field officer or captain of the day. [*id.*, 8, § 28.]

Q. By whom are reports of guards forwarded to the commandant?

A. By the field officer of the day. [*id.*, § 14.]

Q. On **dismounting**, where and how are all guards to be inspected?

A. They are to be marched to their regimental parades, where they are to be inspected, and their arms examined. [*id.*, § 21.]

Q. May an officer, on dismounting, dismiss his guard after inspecting it?

A. Yes; but he must report to any officer of superior rank who may be on the parade. [*id.*]

Q. Name some of the regulations as to the responsibility of the commander for **stores**, in charge of a guard.

A. All stores and furniture (including watch-coats) are to be handed over from one commander to another. The commander of the relieving guard will be held responsible for their correctness, and required to certify in his report the state of each article when taken over. [*id.*, 8, § 33.]

Q. What are the duties of **subaltern officers** of guards under officers of superior rank?

A. To carry out the orders of the officer commanding, to bring

to his notice any irregularity that may be observed on the part of the N.-C. officers or men, and generally to assist the superior officer in the performance of duty. [\*

**Q.** By what, under ordinary circumstances, is the numerical strength of a guard regulated ?

**A.** By the number of posts for sentries, three privates being generally allowed for each. The number of N.-C. officers must be in proportion to the number of privates, care being taken that it is sufficient for the duties of the particular guard. [\*

The various Exercises and Evolutions prescribed in the first two parts of the "Field Exercises of the Infantry;" Rifle Drill and Practice; and the Theoretical Principles of Musketry as defined in the authorized Book of Instruction.

[Q. Reg., 4, § 25, (b.)

## DEFINITION OF TERMS USED IN THE FIELD EXERCISE OF THE INFANTRY.

Q. What is meant by the terms **drill**, **evolution**, **tactics**, and **strategy**?

A. *Drill* is the instruction and practice of military exercises; an *evolution* is a movement by which troops change their position for attack or defence; by *tactics* is meant the art of handling troops, i. e., of applying, in the presence of an enemy, the evolutions learned at drill; *strategy* is the science of conducting the great operations of war—movements that take place out of sight of the enemy.

[F. Ex. Definitions.

Q. State what is meant by the terms **battalion**, **brigade**, **division**, **wing**, **column**, **double-column**, **company**, **double-company**, **section**, and **squad**.

A. A *battalion* is four, or more, companies, under command of a field officer, told off into half-battalions; a *brigade* is composed of two or more battalions, and a *division* of two or more brigades; *wings* are the divisions or brigades on the right and left of the centre of an army; a *column* is a succession of companies (or parts of companies), from front to rear, parallel to each other; a *double-column* is two single columns of different battalions abreast of each other; a *company* is a certain number of files, under the command of a captain, divided into half-companies and sections; a *double-company* is two companies of the same battalion abreast of each other; a *section* is the fourth part of a company; a *squad* is a division of a company for purposes of interior economy, or a small number of men formed for drill or work.

[*id.*

**Q.** Define a **file** and a **rank**.

**A.** A file consists of two men, viz., a front-rank man and his rear-rank man ; a rank is a line of men side by side. [*F. Ex. Definitions.*]

**Q.** Who are the **supernumeraries**?

**A.** The officers and N.-C. officers composing the third rank. [*id.*]

**Q.** Explain the meaning of the terms **distance** and **interval**.

**A.** *Distance* is the depth between men or corps, from front to rear ; *interval*, the lateral space between men or corps. [*id.*]

**Q.** Give a definition of the terms **appui** and **pivot**.

**A.** *Appui* is the point of formation ; *pivot*, the flank man or point on which a wheel is made. [*id.*]

**Q.** Name the circumstances under which a **flank** is described as being "inner," "outer," "directing," or "reverse."

**A.** A flank is *inner* when it is that nearest to the point of appui ; *outer*, when it is that opposite to the inner flank ; *directing*, when it is that by which companies march ; *reverse*, when it is opposite to the directing flank. [*id.*]

**Q.** What is meant by **base company** (or **battalion**) and **base points**?

**A.** A *base company* or *battalion* is that from which a formation is regulated. *Base points* are points given by markers as a base for forming line in prolongation of that base. [*id.*]

**Q.** Describe an **alignment**, and state when battalions and columns are said to be in **line**.

**A.** An *alignment* is an imaginary straight line lying between two points, or the prolongation of that line, upon which troops are to form or march. A battalion is said to be in *line* when its companies are deployed on the same alignment to their full extent, i. e., in two ranks. Columns are said to be in line when their fronts are on the same alignment. [*id.*]

**Q.** What is a **deployment**?

**A.** Unfolding companies from column into line. [*id.*]

**Q.** How are the words, **the front**, to be understood?

**A.** The front, with reference to an alignment, is the direction of the supposed enemy. Used as a general term, the word signifies the direction in which soldiers face when occupying the same relative position as when last told off. [*id.*]

**Q.** Explain the difference between a **change of front** and a **change of position**.

**A.** A *change of front* implies taking up a new alignment on a base at an angle to, and either touching or intersecting the former alignment. A *change of position* means that the troops move off the ground they occupy and take up a fresh alignment, which neither touches nor intersects the former alignment, but may be either parallel, or at any angle to it, and towards any front. [*id.*]

**Q.** Describe the different descriptions of **echelon**.



*A. Echelon* is when the line is broken into several parts, moving direct to the front or rear in succession. *Oblique echelon* is when the divisions of a line wheel less than the quarter circle, so as to be oblique to the former front and parallel with each other. *Short echelon* is formed by the two centre companies advancing, and the remaining companies of half-battalions following in succession, at 6 paces' distance. [F. Ex. Definitions.

Q. What is the **diagonal march**?

A. A march by which troops move to a flank at an angle of 45 degrees with their front. [id.

Q. What is the meaning of the term **dress**?

A. It is the word given to men to correct their alignment. [id.

Q. What is a **defile**?

A. A narrow pass. [id.

Q. What is the meaning of **skirmishing**?

A. Fighting in extended order. [id.

## RECRUIT OR SQUAD DRILL.

### General Rules.

Q. What **mode of conveying instruction** should be adopted with recruits?

A. Instructors should be clear, firm, and concise in giving directions. [F. Ex., I., Gen. Rules.

Q. How should recruits be carried on from one lesson to another when at drill?

A. Progressively, so as to understand one thing before they proceed to another. [id.

Q. What is the rule as to the **duration of recruit drills**?

A. Short and frequent drills are preferable to long lessons, which exhaust the attention. [id.

Q. When should each recruit be advanced to a higher squad?

A. As soon as he is fit for it. [id.

Q. Describe the system of **mutual instruction** which is to be adopted with recruits.

A. The recruits should in turn be called out to put their squads through the exercises, and encouraged to point out any errors they may observe. Lists of those who show talent for imparting instruction are to be kept. [id.

Q. How should all **words of command** be given?

A. Each must be loud and distinctly pronounced. Commands of one word must be preceded by a caution. The caution must be given slowly, the executive word sharply and quickly. A pause of slow time should be made between the caution and executive

word. When the last word of a caution is the signal for a preparatory movement, it should be given as an executive word.

[*F. Ex., I., Gen. Rules.*

*Q.* What should be attended to, when the men are in motion, in giving executive words?

*A.* They should be completed as the men commence the pace which will bring them to the spot on which the command has to be executed. [*id.*

### *Position of the Soldier.*

*Q.* Describe the position of attention in squad with intervals.

*A.* Shoulders and body square to the front—heels in line and closed—knees straight—toes turned out, so that the feet may form an angle of 45 degrees—arms hanging easily from shoulders—hands open—thumbs to the front and close to forefingers, fingers lightly touching the thigh—hips rather drawn back—breast advanced, but without constraint—body straight and inclining forward, so that the weight of it may bear principally on the fore part of the feet—head erect, but not thrown back—chin slightly drawn in, and eyes looking straight to front. [*F. Ex., I., 1.*

### *Standing at Ease.*

*Q.* Describe how a soldier acts on the words, “*Stand at—ease.*”

*A.* Raise arms from elbows, left hand in front of centre of body as high as waist, palm upwards; right hand as high as right breast, palm to left front; thumbs separated from fingers, and elbows close to sides. Strike palm of right hand on that of left, drop arms to their extent, keeping hands together, and passing right hand over back of left as they fall; at same time draw back right foot 6 inches, and slightly bend left knee. [*F. Ex., I., 2.*

*Q.* On the words “*Squad—attention,*” what is to be done?

*A.* Spring up to the first position of the soldier. [*id.*

*Q.* If the words “*Stand easy*” follow the command “*Stand at—ease,*” what are the men permitted to do?

*A.* To move their limbs, but without quitting their ground, so that upon “*Attention*” no one shall have lost dressing. [*id.*

*Q.* On the word “*Squad*” to men standing easy, what happens?

*A.* Each soldier assumes at once the position of standing at ease. [*id.*

### *Dressing a Squad with Intervals.*

*Q.* If a squad at intervals is dressed, what words are given?

*A.* “*Eyes right,*” or “*Eyes left—dress.*” [*F. Ex., I., 3.*

**Q.** What must be attended to in dressing?

**A.** That the body is carried backward or forward with the feet, moving with short quick steps—and that the shoulders are kept square in their original position. [*F. Ex.*, I., 3.]

**Q.** When dressing is completed, what command is given?

**A.** "*Eyes—front.*" [*id.*]

### *Turnings.*

**Q.** What general rules must be attended to in **all** turnings?

**A.** The left heel must never quit the ground; body inclined forward, knees straight. The foot is to be carried back or brought forward without a jerk, the movement being from the hip. The body must be kept steady until it commences to turn.

[*F. Ex.*, I., 4.]

**Q.** Describe how a squad with intervals turns to **right** or **left**.

**A.** "*Right—turn,*" place hollow of right foot smartly against left heel. "*Left—turn,*" place right heel against hollow of left foot. On the word "*Two,*" raise toes and turn a quarter circle in named direction on both heels. [*id.*]

**Q.** How is the **right** and **left** **about** turn executed?

**A.** "*Right about—turn,*" place ball of right toe against left heel. ("*Left about—turn,*" place right heel against ball of left toe.) "*Two,*" raise toes and turn to right (or left) about on both heels. "*Three,*" bring up the left (or right) foot smartly in line with the other. [*id.*]

**Q.** How is the **half** **right** or **left** turn executed?

**A.** On "*Half right (or left)—turn,*" draw back (or advance) right foot 1 inch. "*Two,*" raise toes and turn half-right (or left) on both heels. [*id.*]

**Q.** When it is necessary to perform the **diagonal march to the rear**, how are the turnings executed?

**A.** "*Three-quarters right (or left) about—turn.*" Make three quarters turn in the given direction in the same manner as in turning about. [*id.*]

**Q.** When it is intended to **resume the original front** after turning about, what word may be given?

**A.** "*Front,*" soldiers will always front by right about, unless turned three-quarters right (or left) about, when they will front by three-quarters left (or right) about. [*id.*]

### *Saluting.*

**Q.** How many motions are there in the salute, **by numbers**?

**A.** Two. [*F. Ex.*, I., 6.]

**Q.** How does a soldier salute, **judging his own time**?

A. On the words, "*Right hand—salute*," he will go through the two motions. [F. Ex., I., 6.]

Q. How should **soldiers standing** salute an officer?

A. They should turn towards him, come to attention, and salute in the usual manner. [id.]

Q. What mark of respect should be paid by **soldiers sitting** to an officer who approaches or passes them?

A. They should stand at attention, and salute. [id.]

Q. When a **soldier approaches an officer** for the purpose of addressing him, how should he act?

A. He should salute, and halt 2 paces from him. [id.]

Q. How should **soldiers walking** salute an officer?

A. As they pass him, commencing the salute at 4 paces before they come up to him. [id.]

## MARCHING.

### *Length of Pace.*

Q. What is the length of pace in the different kinds of marching?

A. Slow and quick time, 30 in. ; stepping out, 33 in. ; stepping short, 21 in. ; double time, 33 in. ; side step, 12 in. Side pace to clear or cover another soldier, 24 in. [F. Ex., I., 7.]

### *Cadence.*

Q. How many paces are taken in a minute in the slow, quick, and double time?

A. In slow time, 75 ; in quick, 116 ; in double, 165. [F. Ex., I., 8.]

Q. Give the respective distances marched in a minute and in an hour in quick and double time.

	IN A MINUTE.	IN AN HOUR.
A. Quick time, .	96 yards 2 feet.	3 miles 520 yards.
Double time, .	151 yards 9 inches.	5 miles 275 yards.

[id.]

### *Marching.*

Q. Describe the **position** of the soldier in marching.

A. His body must be maintained in the position prescribed for standing at attention. He must be well balanced on his limbs. Arms and hands must be kept steady by his sides. The hand must not partake of the movement of the leg. Movement of leg should spring from haunch, and be free and natural. [F. Ex., I., 10.]

Q. May the knees be bent in marching?

A. Not except while the leg is being carried from rear to front, when the knee must necessarily be a little bent. [*F. Ex.*, I., 10.]

Q. Describe how **each step** should be taken in marching.

A. The foot should be carried straight to the front, and, without being drawn back, placed softly on the ground, so as not to jerk the body, the toes turned out as when halted. [*id.*]

Q. What objects are of most importance in the **slow step**?

A. Cadence, length of pace, and direction. [*id.*, 12.]

Q. What is done when the command is given to **halt**?

A. The moving foot will complete its pace, and the rear foot will be brought up in line with it. [*id.*, 13.]

Q. Do the men dress on the halt?

A. Not unless ordered to "*Dress.*" [*id.*]

Q. Describe how the soldier is to be taught to **step out**.

A. He must lengthen his pace by leaning forward a little, but without altering the cadence. [*id.*, 14.]

Q. What command is given to resume the usual pace?

A. "*Slow—step.*" [*id.*]

Q. Describe how the soldier is to be taught to **step short**.

A. The foot advancing will finish its pace, and afterwards each soldier will take paces of 21 inches. [*id.*, 15.]

Q. What command is given to resume the usual pace?

A. "*Forward.*" [*id.*]

Q. How does the soldier **mark time** in slow cadence?

A. On "*Mark—time,*" the foot advancing will complete its pace, after which the cadence will be continued, without advancing, by raising each foot alternately about 3 inches from the ground, keeping the body steady. [*id.*, 16.]

Q. What command is given to resume the usual pace?

A. "*Forward.*" [*id.*]

Q. What is the command for **stepping back**?

A. "*Step back, Slow—march.*" [*id.*, 17.]

Q. What should be attended to in stepping back?

A. To move straight to the rear, preserving the shoulders square to the front, and bodies erect. [*id.*]

Q. Describe how a squad stepping back halts.

A. The foot in front is brought back square with the other. [*id.*]

Q. How are soldiers taught to **change feet** in marching?

A. On "*Change—feet,*" the advancing foot will complete its pace, and the ball of the rear foot will be brought up quickly to the heel of the advanced one, which will instantly make another step forwards, so that the cadence will not be lost. [*id.*, 18.]

Q. Are the directions for slow applicable to **quick step**?

A. Yes; the difference is in cadence. [*id.*, 19.]

Q. Describe how men execute the **double march**.

A. "*Double—march*," the men step off together with left feet; at the same time raising their hands as high as the waist, carrying back the elbows, and clenching the fists—flat part of the arm to the side; heads erect and square to the front; the knees being more bent and the body more advanced than in the other marches.

[F. Ex., I., 20.]

Q. How do soldiers act on receiving, "*Squad—halt*," when marching in double line?

A. They halt in the usual manner, at the same time dropping the hands and extending the fingers. [id.]

Q. How do soldiers "*Mark—time*" in double cadence?

A. As in slow and quick time. [id.]

Q. Describe how soldiers **close by the side step**.

A. "*Right close, Quick—march*," each will carry his right foot 12 inches to the right, and instantly close his left foot to it, and proceed to take the next step in the same manner; knees may not be bent except on broken ground. [id., 21.]

Q. What command is given for closing given paces to a flank?

A. "*—Paces right (or left) close, Quick—march*," the men halt without command. [id.]

### *Turning when on the March.*

Q. Describe how men "*Turn*," when on the march.

A. "*Right (or left)—turn*," turn in the named direction and move on, without checking the pace. "*Front—turn*," turn again to the front. [F. Ex., I., 22.]

Q. What is the rule as to the foot on which a soldier turns?

A. He turns to the right on the left foot, and *vice versa*. [id.]

Q. What must be observed in giving the commands, "*Right (or left)—turn, Front—turn*"?

A. The word "*Turn*" must be given as the foot is coming to the ground, on which the soldier is to turn. [id.]

Q. How do soldiers half-turn to right or left and turn about?

A. "*Half right (or left)—turn*," make a half-turn in the named direction, and move on without checking the pace. "*Right (or left) about—turn*," turn about in 3 paces, without losing cadence, and move in the opposite direction, the fourth being a full pace. [id.]

## **SQUAD DRILL IN SINGLE RANK.**

### *Formation of Squad in Single Rank.*

Q. Describe how a squad is formed in single rank.

A. It falls in, without intervals, each man being allowed a space

of 24 inches. The right or left-hand man being placed, the remainder fall in in line one after the other, closing lightly towards him, turning the elbow slightly outwards. Each should feel his right or left-hand man at the elbow. [*F. Ex.*, I., 24.]

### *Dressing when halted in Single Rank.*

Q. How is dressing performed in single rank?

A. Each soldier glances towards the flank to which he is to dress, with a slight turn of the head. He must carry his body backward or forward with the feet, moving with short, quick steps. Bending backward or forward must be avoided. His shoulders must be square, and position retained throughout. [*F. Ex.*, I., 25.]

Q. Whether are the faces or the breasts or feet the line of dressing?

A. The faces; each man is to be able just to distinguish the lower part of the face of the second man beyond him. [*id.*]

Q. What command is given when dressing is completed?

A. "*Eyes—front*," turn heads and eyes to front. [*id.*]

Q. When soldiers are on the alignment they have to occupy, and dressing is simply to be corrected, what words are given?

A. "*Right (or left)—dress*," unless "*Halt*" precedes the command to dress, when "*Dress*" only will be given. [*id.*]

Q. When soldiers dress, should they do so successively?

A. Yes. [*id.*]

### *Marching of a Single Rank.*

Q. In marching to front or rear, how is dressing preserved?

A. By the touch. [*F. Ex.*, I., 27.]

Q. Before a squad is ordered to march, how should the directing flank be indicated?

A. By the words, "*By the right (or by the left)*." [*id.*]

Q. How should a soldier recover his place in the rank when he loses his touch, or finds himself behind or before the other men?

A. Very gradually. [*id.*]

### *A Single Rank, at the Halt, Changing Front.*

Q. State how a single rank halted changes front by wheeling forward.

A. "*Right (or left)—wheel. Slow (quick or double)—march*," the right (or left) hand man, called the pivot man, will mark time, turning gradually with the squad to the new front; the remainder will step off, turning their eyes to the outward flank, except the

outer man, who will look inwards, and step the usual pace, the other men regulating their pace according to distance from the pivot, to which the touch is kept. Crowding must be avoided. Each man must yield to pressure coming from the pivot flank, and resist all pressure from the outer flank. [*F. Ex.*, I., 28.]

Q. When men are required to **wheel to the rear** of the alignment they occupy, how is it done?

A. They are turned about and wheeled forward, receiving "*Halt front—dress*," followed by "*Eyes—front*" when in position. [*id.*]

Q. Describe how a single rank, halted, changes front (suppose to the right) **by file formation**.

A. On "*Right—form*," the right-hand man turns to the right; the remainder make a half-turn in the same direction; on "*Quick (or double)—march*," all except the right-hand man step off; each man, glancing to the right, moves by the shortest line to his place in the new front, and dresses by the right. "*Eyes—front*" is then given. [*id.*]

### *A Single Rank, on the March, Changing Direction.*

Q. When a single rank is to change direction, how is the movement executed?

A. "*Right (or left)—wheel*," wheel as from the halt. "*Forward*" should be given when the men are commencing the pace which will bring the front of the squad perpendicular to the direction in which it is to move; the whole then turn their eyes to the front, and step off at a full pace. [*F. Ex.*, I., 29.]

### *Diagonal March in Single Rank.*

Q. What command is to be given for the diagonal march?

A. "*Half-right—turn*," followed, if at the halt, by "*Slow (quick or double)—march*." [*F. Ex.*, I., 30.]

Q. State how men move in the diagonal march.

A. They move in the diagonal direction, and no longer touch. Each should glance to the leading flank, and keep his right shoulder, if moving to the right, behind the left shoulder of his neighbour on that side. [*id.*]

Q. Which is the directing flank during the diagonal march?

A. The leading flank for the time being. [*id.*]

### *Single Rank Marching and Wheeling as in File.*

Q. What are the words of command for **marching as in file**?

A. "*Right (or left)—turn*," followed, if at the halt, by "*Slow (quick)—march*." [*F. Ex.*, I., 31.]



Q. State how marching as in file is performed.

A. If from the halt, the whole step off together. Care must be taken to avoid increasing or diminishing distance between each other. The leader is to march on some object, and the men to cover correctly; no looking down or leaning back to be allowed.

[F. Ex., I., 31.]

Q. How may a soldier know when he is covering exactly?

A. When the head of the man before him conceals the heads of all others in his front. [id.]

Q. May a squad practise marching as in file in double time?

A. No. [id.]

Q. How is **wheeling as in file** executed?

A. "*Right (or left)—wheel,*" or "*Right-about (or left-about)—wheel.*" The leading man will move round a quarter (or half) of the circumference of a circle, having a radius of 4 feet; the other men following on his footsteps in succession, without increasing or diminishing distance, or altering cadence, but lengthening the pace a little with the outward foot. [id., 32.]

### *Single Rank Marching as in File forming Squad.*

Q. How do men marching as in file form to the front, at the halt?

A. "*At the halt, Front form—squad,*" the leading man at once halts; the remainder make a half-turn to the left and form upon him in succession. [F. Ex. I., 33.]

Q. How do men marching as in file form to the front, in quick time?

A. "*Front form—squad,*" the leading man marks time; the remainder make a half-turn to the left and form upon him, marking time and dressing as they arrive. As soon as the squad is formed, "*Forward*" may be given. [id.]

Q. When a squad marching as in file is to form to the front in double time, how is the movement executed?

A. "*On the march, Front form—squad,*" the leading man moves on—the remainder make a half-turn to the left, double up, and take up the quick time successively as they arrive in line with leading man. [id.]

Q. How do men marching as in file form to the rear, in quick or double time?

A. "*Rear form—squad, Forward;*" or "*On the march, Rear form—squad,*" the men form as in forming to the front, except that each makes a half-turn to the right and forms on the right of the leading man.

Q. State how a squad marching as in file forms to the right

A. "*Right-form—squad*," the leading man wheels to the right, takes 2 paces to his front, and halts. The remainder form on his left in succession. [F. Ex., I., 33.]

Q. How does a squad marching as in file form **to right about**?

A. "*Right-about form—squad*," the leading man wheels to the right about, takes 2 paces to his front, and halts. The remainder march on as in file, wheeling to the right on the spot where the leading man has wheeled, and form on his left successively. [id.]

### *Marching with Arms in Single Rank.*

Q. When marching in double time, at "the trail," should the soldier raise the arm which is not carrying the rifle?

A. No. [F. Ex., I., 36.]

Q. When men parade with arms, how should they carry the rifles?

A. At "the order." [id.]

## **SQUAD DRILL IN TWO RANKS.**

### *Formation and Dressing of Squad in Two Ranks.*

Q. Describe the **formation** of a squad with arms in two ranks.

A. The men fall in, taking places in succession, commencing from the flank on which they are to form. Each rear-rank man will be 1 pace of 30 inches from his front-rank man, and will cover him correctly, the two men thus forming "a file." [F. Ex., I., 37.]

Q. How is distance between front and rear rank measured?

A. From heel to heel. [id.]

Q. When the squad consists of an uneven number of men, where should the odd man (or blank file) be placed?

A. Third from left of front rank. [id.]

Q. What file will always be the centre of the squad?

A. That on the left of the right half-squad. [id.]

Q. Describe how **dressing** in two ranks is performed.

A. The front rank dress as a single rank; the rear rank continue looking to their front, and cover and correct their distances as the front rank take up their dressing. [id., 38.]

### *Marching to Front and Rear in Two Ranks.*

Q. How should the **touch** be preserved in two ranks?

A. The front rank touch towards the pivot flank, the rank in rear preserving their distances, and covering. [F. Ex., I., 39.]

Q. When retiring in line, how should the **blank file** act?

A. After turning about, he should step up and occupy the vacant

space in the rear rank, resuming his place on turning to the front. [F. Ex., I. 39.]

### *Taking Open Order.*

Q. How does a rear rank take **open order**?

A. "*Open—order*," the flank men of the rear rank step back 2 paces in slow time, and turn to the right. "*March*," the flank men front and raise the disengaged arm horizontally from the elbow, and the rear rank step back 2 paces. The rear rank dress by the right, on "*Rear rank—dress*." Care must be taken not to move the flank men. "*Eyes—front*," eyes are turned to the front, and the flank men drop their arms. [F. Ex., I., 40.]

Q. Before directing a squad to take open order when with arms, what order must always be given?

A. To shoulder arms. [id.]

Q. Describe how the rear rank takes **close order**.

A. "*Close order—march*," the rear rank steps forward 2 paces in slow time. [id.]

### *Changing Front by Wheeling or File Formation.*

Q. How does a squad in two ranks wheel or form (forward) from the halt, or wheel on the march?

A. The front rank wheels or forms as a single rank. The rear-rank men, in wheeling, follow their front-rank men, keeping their proper distances and covering; in forming, they will preserve their diagonal position. [F. Ex., I., 42.]

### *The Diagonal March in Two Ranks.*

Q. Describe the diagonal march by a squad in two ranks.

A. It is the same as in single rank, but the rear rank must preserve its relative position with the front rank. [F. Ex., I., 43.]

### *File Marching, Wheeling in Files, and Files Forming Squad.*

Q. What should the rear-rank men attend to in **file marching**?

A. To dress by the front-rank men. [F. Ex., I., 44.]

Q. During a **wheel in file**, how should the outward rank step?

A. Rather longer, especially with the outward foot. [id.]

Q. If a squad is halted or ordered to mark time when only some of its files have wheeled into the new direction, how should the remainder be taught to cover off?

A. By the diagonal march, on the command, "*Rear files—cover*;" but when the word "*Front*" is to be given, the rear files should wait for "*Dress*" before moving to their places.

[*F. Ex.*, I., 44.

Q. How do **files form** to the front or rear?

A. The front-rank men form as a single rank. When forming to the front, the rear-rank man of the leading file moves into his place as soon as there is room for him; the other rear-rank men preserve their relative positions with the front-rank men. [*id.*

Q. How do files form to the right or left, or to the right or left about?

A. The rear rank will form as a single rank. The front-rank men will move round their respective rear-rank men, and form successively in front of them. [*id.*

### *The Formation of Fours.*

Q. In numbering, which are **right files** and which are left?

A. Odd numbers are right, even numbers left. [*F. Ex.*, I., 45.

Q. If numbering leaves an **odd number**, what happens?

A. The left file but one, although an even number, will be a right file; and the left file of the squad, although an odd number, will act as a left file. [*id.*

Q. When numbering leaves an odd number in the squad, which file is called "the odd file"?

A. The third from the left, whether complete or blank. [*id.*

Q. What is the rule as to certain men being considered as **comrades** in the field, with a view to their acting together when required?

A. The four men composing a right and left file are comrades, and should take notice of each other when told off. [*id.*

Q. How is four deep formed and two deep re-formed **at the halt**?

A. "*Fours*," rear rank steps back 1 pace of 18 in.; "*Deep*," left files take a pace of 24 in. to rear with left feet, and 24 in. to right with right feet. "*Squad—front*," left files move up in line with right files by taking a pace of 24 in. to left with left feet, and a pace of 24 in. to front with right feet. The rear rank then close by taking a pace of 18 in. to front with left feet. [*id.*

Q. Describe how fours are formed to the rear.

A. "*Fours*," the rear rank step back 1 pace of 18 in.; "*About*," the squad turn right about, and left files form on right files by taking a pace of 24 in. forward with right feet, and 24 in. to left with left feet. [*id.*

Q. State how fours are formed to the right.

A. "*Fours*," the rear rank step back 1 pace of 18 in.; "*Right*," the squad turn to right, and left files form on right of right files by taking 1 pace of 24 in. to right with right feet, and 24 in. to front with left feet. [F. Ex. I., 45.]

Q. State how fours are formed to the left.

A. "*Fours*," the rear rank step back 1 pace of 18 in.; "*Left*," the squad turn to left, and left files form on left of right files by taking 1 pace of 24 in. to left with left feet, and 24 in. to rear with right feet. [id.]

Q. How do fours re-form two deep from the rear, right or left?

A. "*Squad—front*," the squad fronts. Left files move up in line with right files by taking a pace of 24 in. to left with left feet, and 24 in. to front with right feet. The rear rank then close by taking 18 in. to front with left feet. [id.]

Q. How should a squad form fours to right or left when marching?

A. "*Fours*," the rank in rear steps short 2 paces; if "*Deep*" follows, the right files mark time 2 paces, while the left files move to their places; but if "*Right*" (or "*left*") follows, the squad first turn in the direction ordered, after which the right files mark time 2 paces, while the left files move to their places. [id.]

Q. When a squad marching in fours to a flank receives "*Half-right* (or *left*)—turn," how do the men act?

A. Each makes a half-turn, as in the diagonal march. [id.]

Q. When a squad marching in fours, diagonally or direct, to a flank, receives "*Front* (or *rear*)—turn," how will the men act?

A. They turn as ordered; right files mark time 2 paces, for left files to resume their places and the rear rank its distance. [id.]

Q. When a squad marching to the front or rear, or to a flank, in fours, receives "*Form two—deep*," how will the men act?

A. The left files will fall back or step up to their places in file, and the rear rank will close on the front rank, the right files marking time 2 paces. [id.]

Q. How does a squad marching in file form four deep?

A. "*Fours*," the rear rank will incline from the front rank, and on "*Deep*," the left files will move to their places in fours, the right files marking time 2 paces. [id.]

Q. When a squad moving to a flank by the diagonal march is ordered to form fours to that flank, how is it done?

A. On "*Right* (or *Left*)" the men turn into file, and then form four deep without word of command. [id.]

Q. When men marking time are ordered to form fours, how is it done?

A. The rear rank steps back 18 inches on the word "*Fours*." The formation is then completed in the usual way. [id.]

### *Fours Wheeling and Forming Squad.*

Q. May a squad moving to a flank by fours **wheel** in the same manner as in files?

A. It may—each four wheeling successively round the same point. On the word "*Forward*," the leading four will march straight forward in the direction in which it is then turned, the remainder following. [F. Ex., I., 46.]

Q. If a squad is halted or ordered to mark time when only some of the fours have wheeled, on what words will the remainder cover?

A. "*Rear fours—Cover*." [id.]

Q. How do fours moving to a flank **form** to the front, rear, right, left, or right or left about?

A. On the command the squad forms two deep, and then forms as usual. [id.]

### *A Squad formed in Fours Closing on a Flank or on the Centre, and Re-forming Two Deep.*

Q. State how a squad formed in fours closes on the right, left, or centre, and re-forms two deep **from the halt**.

A. "*On the right (left or centre), Close, Quick—march*," the four men on named flank, or in the centre, stand fast; the remainder close on them, by the side step. "*From the right (left or centre), Re-form two deep, Quick—march*," the four men on named flank stand fast, remainder open out by side step, and the left files move up to their places in line, in succession. The rear rank steps to the distance at the same time. [F. Ex., I., 47.]

Q. State how a squad formed in fours closes on the right, left, or centre, and re-forms two deep **on the march**.

A. "*On the right (left or centre)—close*," the files on named flank move steadily forward at the stepping short pace; remainder close on them by the diagonal march. "*From the right (left or centre), Re-form two—deep*," the file on the named flank, or in the centre, moves steadily forward at the stepping short pace, remainder incline outwards by the diagonal march, and the left files move up into the intervals, the rear-rank men regaining their distance. In both cases the word "*Forward*" is given when the movement is completed. [id.]

### *Breaking off Files.*

Q. In breaking off files, from which **flank** are they taken?

A. From either flank. [F. Ex., I., 48.]

Q. Describe the **method** of breaking off files (say 3).

A. "*Three files on the left, Right—turn, Left—wheel,*" the named files turn to right and wheel to left, following left flank of remainder of squad. [F. Ex., I., 48.]

Q. A certain number of files being broken off (say from the left flank), may the front of a squad be further reduced?

A. It may, by breaking off additional files from the same flank. The files already in rear mark time, then incline to their right, and follow in rear of the files last broken off. [id.]

Q. How may files that are broken off be **ordered to the front**?

A. "*Three files to the front,*" the named files double up into their places in line; the remaining files in rear incline to the left, and step out, till they cover the two files on the flank. All the files may be brought to the front at once by the words, "*Files to the front.*" [id.]

## SQUAD IN TWO RANKS SKIRMISHING.\*

Q. What is the **object** of moving in extended order?

A. To enable soldiers to take advantage of cover.

[F. Ex., I., *Skirmishing.*]

Q. How should men make use of **cover** when skirmishing?

A. They are to avail themselves of the slightest inequality of ground and the smallest patch of cover, and should be taught how to make the best of it. In advancing or retiring, they should run or creep from one point of cover to another, without unnecessary exposure. [id.]

Q. How should skirmishers stand **when halted**?

A. At ease, unless ordered to kneel or lie down; on the last executive word of a command, they will come to attention, and proceed with the ordered movement. [id.]

Q. When skirmishers are in movement, and the "**HALT**" is ordered, how should they act?

A. They should halt (or halt and front) and stand, kneel, or lie down, as ordered, taking advantage of any cover. [id.]

### *Extending.*

Q. In extending, what are the respective duties of the front and rear-rank man of a file as regards **direction and interval**?

A. The front-rank man will keep the direction, the rear-rank man will regulate the interval. [F. Ex., I., 49.]

\*For Company Skirmishing, see "**COMPANY DRILL**," farther on in this Section. For Battalion Skirmishing, see the part of this work applicable to promotion from "**LIEUTENANT TO CAPTAIN.**"

**Q. How do men extend from the halt?**

**A. "FROM THE RIGHT (LEFT, CENTRE, or No. — FILE) — PACES — EXTEND."** The front-rank man of named file will stand, kneel, or lie down as ordered. The remainder turn outwards and step off in quick time, covering and without opening out; the rear-rank man of the named file will continue moving to the flank until he divides the ordered interval between his front-rank man and the front-rank man on his outer flank, when he will also halt and front in the alignment. As each file gains the ordered interval, the rear-rank man will tap the front-rank man, who will at once halt and front; the rear-rank man will move up into the alignment as already described. In an extension from a central file the rear-rank man of that file will move to the left; the front-rank man of the file next on the right will divide the ordered interval. [*F. Ex.*, I., 49.]

**Q. Describe how men extend on the march?**

**A. "FROM THE RIGHT (LEFT, CENTRE, or No. — FILE) — PACES — EXTEND,"** the front-rank man of named file moves on; remainder half-turn in the required direction, and front-rank and rear-rank men respectively turn to the front, as they gain their intervals, as in extending from the halt. If the squad is moving in quick time, the extending files, as they half-turn, break into double time; if in double time, they quicken the pace, resuming the original time in each case, as they turn to the front. [*id.*]

**Q. How may intervals be increased between extended files?**

**A. "TO — PACES FROM THE —, EXTEND."** The skirmishers open out from the named file in the same manner as in extending, the man then in rear of each file looking to the interval. [*id.*]

**Q. May dressing or correction of intervals be made by skirmishers halted?**

**A. No; only when they are in motion.** [*id.*]

### *Closing.*

**Q. Describe how skirmishers close from the halt.**

**A. "ON THE RIGHT (LEFT, CENTRE, or No. — FILE) — CLOSE,"** the front-rank man of the named file will rise and stand at ease. The remainder rise, turn towards him, and close in quick time, front-rank on front rank, rear rank (disengaging to the rear) on rear rank, each man halting, fronting, and standing at ease in his place. [*F. Ex.*, I., 50.]

**Q. How may a change of front be effected during the closing of skirmishers?**

**A. By turning the front rank man of the file on which the skirmishers are to close in the required direction.** [*id.*]

**Q. How do skirmishers close on the march?**



A. The front-rank man of the named file continues to move on; the remainder make a half-turn towards him, and close in double time, turning to the front and resuming the quick as they arrive.

[F. Ex., I., 50.]

### *Advancing and Retiring.*

Q. How does a squad in extended order advance or retire?

A. "SQUAD—ADVANCE (OR RETIRE)." The men step off in quick time (having, in the case of retiring, turned about), and keep their intervals from the centre.

[F. Ex., I., 51.]

### *Moving to a Flank.*

Q. Describe how skirmishers move to a flank.

A. "RIGHT (OR LEFT)—INCLINE." The skirmishers make a half-turn, and move to the flank indicated, until "ADVANCE" or "RETIRE" is given. If "INCLINE" is repeated, the skirmishers will move direct to the flank.

[F. Ex., I., 52.]

### *Changing Front or Direction.*

Q. In what **two ways** may a line of skirmishers change front or direction?

A. By wheeling or by file formation. [F. Ex., I., 53.]

Q. Describe the method of changing front or direction in extended order **by wheeling**.

A. "RIGHT (OR LEFT)—WHEEL," the men come gradually round, the outer file regulating. "FORWARD" or "HALT" is then given. If the line is to be thrown back, it will be turned about before wheeling.

[id.]

Q. How do skirmishers change front or direction **by the file formation**?

A. "CHANGE FRONT TO THE RIGHT (OR LEFT) ON THE RIGHT (OR LEFT) FILE," the named file is placed in the required direction. "DOUBLE," the remainder move to their places by the nearest way. If on the march, the whole move forward till "DOUBLE" is given, when the men of the named file are rapidly placed, and the movement proceeds.

[id.]

Q. May the front or direction of skirmishers be changed **by throwing back** the whole or part of the line?

A. Yes, in the usual way, on "CHANGE FRONT TO THE LEFT (OR RIGHT) ON THE RIGHT (OR LEFT) FILE," or "CHANGE FRONT TO THE RIGHT (OR LEFT) ON THE CENTRE (OR NO.—FILE)." [id.]

## FIELD EXERCISE.

### DISMISSING.

How is a squad without arms dismissed?  
“Right—turn,” followed by “Dismiss.” On the latter command the front rank take a side pace to the left, and the rear rank take a side pace to the right. After a pause the squad will break off. A single rank breaks off as a front rank.

[*F. Ex.*, I., 54.]

Describe how a squad with arms is dismissed.  
Having been turned to the right, “Dismiss,” on which the men take a side pace to the left, the arms, at the same time taking a side pace outwards by the right arm. After a pause break off. The men must leave the parade ground carrying their rifles at the “advance” (or “shoulder” position).

[*id.*; *Rifle Ex.*, S. 6.]

### COMPANY DRILL.

#### *General Rules.*

How should a company be sized?  
The men in single rank, front and rear rank men being nearly equal in height.

[*F. Ex.*, II., *Gen. Rules.*]

When a company is first sized, what is done?

Place the men in single rank according to height, tallest on the right; direct right-hand man to take 3 paces to the left; next to place himself 3 paces in front of left of rank as a flank man, the third tallest to place himself 1 pace in rear of flank man, the fourth in rear of the left-hand man; then the next two on the inner side of the front-rank men of the flanks, the next two as their rear-rank men, the taller in the rear, taking the right; and so on. Lastly, cause the halves to close inwards on each other, and dress, the rear rank correctly; the blank file, if there is one, to be the third from the left.

[*id.*]

Describe the formation and telling off of a company.

A company falls in, in two ranks, at close order, files touching, and is numbered from right to left. It is then divided into two half-companies and four sections.

[*id.*]

When a company cannot be divided into half-companies of equal length, which half-company should be the stronger?

The right half-company.

[*id.*]

When a half-company is divided into sections of unequal length, which of the two should be the stronger?

A. The outer section. [*F. Ex., II., Gen. Rules.*]

Q. What file is always considered the centre of a company?

A. The left file of the right-half company. [*id.*]

Q. How should subalterns and serjeants of a company be formed?

A. In a third or supernumerary rank. [*id.*]

Q. What is the principal duty of the **supernumerary rank**?

A. To control the expenditure of ammunition, to correct mistakes that occur during movements, and to take note of awkward men. [*id.*]

Q. What terms are used for drill purposes to denote the different **officers of a company**?

A. The commander is termed "the captain," the senior subaltern "the right guide," and the junior subaltern "the left guide." [*id.*]

Q. Who are to be told off as "right" and "left" **markers**, and what are their duties?

A. Two serjeants are to be told off. They are to give points as required, each for his own flank of the company (except the leading marker of a company moving from line into column). [*id.*]

Q. In the **absence of an officer** or serjeant, by whom should his place be taken?

A. By the next in rank. [*id.*]

Q. Do **N.-C. officers** move out of the line at open order?

A. No. [*id.*]

Q. What is the method of ascertaining the **number of paces** required for a given number of files?

A. Multiply the number of files by 8, and divide the product by 10. [*id.*]

Q. How many paces are required for 10, 20, 100, and 1,000 files respectively?

A. For 10 files, 8 paces; 20 files, 16 paces; 100 files, 80 paces; 1,000 files, 800 paces. [*id.*]

Q. When a company **falls in alone**, should it be formed as a company in line or a company in column?

A. As a company in line; but it should be drilled both as a company in line and as a company in column, as though it were with a battalion. The supposed battalion formation should be stated before each movement. [*id.*]

Q. How may the **ranks of a company** be changed during drill so that the rank which is in front may be placed in rear?

A. "*Change ranks*," the company turns about, and the supernumeraries turn outwards and double round to the new rear, the captain moving round at the same time; the men will be told off afresh. [*id.*]

## FIELD EXERCISE.

should men be taught with reference to any ~~disorderly~~ take place in the telling off of a company.

Should they be taught to fall quickly of their own accord, so that when ordered on service they may not be liable to fall into

[*F. Ex., II., Gen. Rules.*

formation is it especially necessary that men should be prepared for?

Formation of fours.

[*id.*

When ordered men are to form on markers, how is it done?

On command or sound, "*Assemble*," is given, when the men are to form company on the left marker or left-hand marker which should be previously placed; they will order arms and attention.

[*id.*

Should men be thoroughly trained in ~~marching on points~~ and ~~manoeuvres~~?

Officers and serjeants.

[*id.*

How do markers act when ~~giving points~~ for companies to form in line formations?

Stand with recovered arms, turned towards the point at arm's length in front of the alignment; when the command is given, they hold out their inner arms at right angles, with the palms facing outwards, on which the line will dress. A marker giving a point drops his arm as soon as the man opposite to his fist has taken it.

[*id.*

When a marker gives a point for his company to form on in line, should he carry his arms, and when should he fall

back? Should he recover arms while being covered, and should he be fully covered; if covered simultaneously with other companies, he will fall to the rear on "*Steady*," when the guide takes his place.

[*id.*

What are the general rules as to the ~~position of the captain~~? The usual post will be in rear of the centre of his company; when the company is in motion, he is to be where he can best direct its movement, taking care, in column, not to obstruct

[*id.*

Should captains of companies call out previously to the command?

Should he call out the number of his company, thus, "*First*."

[*id.*

What words should soldiers, when ~~standing easy~~, assume of standing at ease?

What are the customary words of command, "No. —," or "Battalion."

[*id.*

*Formation of a Company.*

**Q.** Describe the **formation** of a company.

**A.** The company will fall in in two ranks, sized in the usual way. The captain will be 3 paces in rear of the centre ; the guides and serjeants will form a third or supernumerary rank, 2 paces from the rear rank ;—the right and left guides in rear of their flank files, the markers in rear of the second file from their guides ; the remaining supernumeraries will take post alternately in rear of the right and left half-companies, dividing the space. The drummers and pioneer will be in the supernumerary rank, the former in rear of the second section, the latter in rear of the third.

[*F. Ex.*, II., 1.

**Q.** Should **officers** on duty under arms always have their swords drawn ?

**A.** Yes ; without any word of command. [*id.*

**Q.** In the **formation in line** what happens on the caution, "**AS A COMPANY IN LINE**" ?

**A.** The right guide places himself on the right of the front rank, and his marker will cover him. [*id.*

**Q.** In the **formation in column**, what happens on the caution, "**AS A COMPANY IN COLUMN**" ?

**A.** The guide of the flank named to direct aligns himself with the front rank, his marker placing himself in rear of the flank file. [*id.*

*A Company in Line taking Open Order.*

**Q.** Before directing a company to take **open order**, what must be done ?

**A.** Bayonets must be fixed and arms shouldered by command. [*F. Ex.*, II., 2.

**Q.** When a company takes open order, what happens on "**OPEN—ORDER**" ?

**A.** The officers will recover their swords ; the guides will place themselves one pace from the front rank, the left guide in front of the second file from the left, the right guide in front of the centre ; the captain, passing round the right of the company, will place himself one pace in front of the second file from the right. Should only one guide be present, he will take the place assigned to the left guide, passing by the front. The supernumerary rank will step back two paces ; the flank men of the rear rank will step back two paces, and turn to the right ; and the right marker will take one pace of 24 inches to his left, into the space vacated by the right-hand man of the rear rank. [*id.*

## FIELD EXERCISE.

When a company takes open order, what happens on "MARCH"?

The officers take 2 paces to the front, look to their right, and ; the right marker takes 1 side pace to his right, and 1 pace to the front with his left foot, into the place vacated by his guide; the rear rank steps back 2 paces, the flank men of the rear rank fronting and raising their arms. The serjeant on the right of the supernumerary rank will dress the rear rank, giving "Eyes right," on which the flank men drop their arms; the supernumerary rank dresses by the right. The instructor dresses the officers from the right, and gives "STEADY," on which they carry arms and look to their front. [F. Ex., II., 2.]

When no officer is present, how do the N.-C. officers, acting as guides and markers, move in taking open order?

Right guide stands fast, his marker moving with rear rank; left guide and marker move with the senior serjeant in the same manner as the supernumerary rank. [id.]

In resuming close order, what happens on the word, "ORDER."

Officers recover swords; the captain and right guide turning to the right, the left guide to the left. [id.]

In taking close order, what happens on "MARCH"?

The rear and supernumerary ranks take 2 paces to their front, the left guide takes his place in rear of the left file; the right guide moves to his place in rear, passing round the right of the company, the right marker taking 2 paces to his rear and 1 to the left to make room for him to pass; the right guide then resumes his place on the right of the front rank, and the right marker will move to his place on the right of the rear rank; officers carry arms as they take post. If only one guide is present, he passes to the right of the company by the rear. [id.]

After taking close order, what should be done as to the arms?

Arms should be ordered and bayonets unfixed. [id.]

### *Marching to the Front and Rear.*

When a company in line or column is to march to the front, what is the movement executed?

The instructor having stated the supposed order of the day, gives, "THE LINE (OR COLUMN) WILL—ADVANCE," on which the guide will select points to march on. "QUICK (OR SLOW)—MARCH" is then given. [F. Ex., II., 3.]

When a company in line or column is to march to the rear, what is the movement executed?

"THE LINE (OR COLUMN) WILL—RETIRE." The men will be

turned about. If the company is in line, the directing guide will fall to the rear of the centre to superintend the movement ; if it is in column, he will step up in line with the rear rank, and select points to march on. [F. Ex., II., 3.

### *Wheeling, or Forming from the Halt from Column into Line.*

Q. What caution, to indicate the supposed order of the battalion, should be given before directing a company to wheel, or form from column into line ?

A. "AS A COMPANY IN COLUMN, BY THE LEFT (or RIGHT)." [F. Ex., II., 4.

Q. On the words to a company in column, "LEFT WHEEL (or LEFT FORM) INTO—LINE," what happens ?

A. The left guide will fall to the rear, and the right guide move up: the right marker will run out and give a point where the outer flank of the company will rest, when the movement is completed, turning to the rear of the column ; the left marker will give a point on the left of the company in like manner. The instructor will cover the points, and give "STEADY." [id.

Q. When a company in column by the left is to wheel or form to the left into line, what takes place on "QUICK—MARCH" ?

A. The left guide moves to the left of the company, ready to dress it on the captain's word "*Dress*," or as the files come up into line. In the case of a wheel, the captain will give "*Halt*," when the wheeling flank of the company is 2 paces from the marker ; then "*Dress*." The left guide, having completed the dressing, will give "*Eyes front*," and fall into his place in rear. On "STEADY," the markers will take post. [id.

Q. How does a company in column, by the right, wheel or form into line to the right ?

A. In the same manner as a company in column by the left wheels or forms into line to the left (except that the left guide does not move on the caution) on the words, "RIGHT WHEEL (or FORM) INTO LINE," &c. ; on "MARCH," the rear-rank man of the first file steps up to keep the right guide's place. [id.

Q. When several companies are practised together in wheeling or forming into line, do both markers of each company give points ?

A. No ; both markers of leading company give points, but each of the remaining companies will have only its inner flank marked. [id.

## FIELD EXERCISE.

### *ling from the Halt, from Line into Column.*

A COMPANY IN LINE," having been given, ~~ask~~ **into column to the right?**

**UMN TO THE—RIGHT."** Left guide stands on right-about. "RIGHT WHEEL, QUICK—does himself on the left of the company, ie column. "*Company halt, Front—dress*" on of the wheel, the right guide and the umn. Having dressed themselves by the front. [F. Ex., II., 5.

any in line break into column to the left? er as to the right, except that on "LEFT" fast, the remainder turning about; on de places himself on the right of the com- ont of the column. When in column, the

[id.

mpany in line **wheels forward** into column. T (or LEFT)—WHEEL, QUICK—MARCH," is the company has wheeled square, by T (or RIGHT)," or "HALT—DRESS." When t, the right guide and his marker fall to moving up, as the company commences its is to the left, the right marker falls to the

[id.

### *ring Front as a Base Company of a Line Formation.*

for changing front as the base company of ate what takes place thereon.

UARTER (HALF, or THREE-QUARTERS), RIGHT IT OR LEFT) ON THE RIGHT (OR LEFT) COM- ove out to give base points. If the change flank of the line on which the base com- ints will turn towards the flank on which l; if the change of front is to the left on the right on the left company, and in a tral company, the base points turn to where he company will rest. The instructor will nd give "STEADY," on which the captain ight (or left)—wheel, Quick march," then, of the company comes up to the marker,



*“Halt—dress.”* The guide of the flank on which the wheel was made will dress the company, giving *“Eyes—front,”* and falling in on the right (if the right guide), or to the rear (if the left). On *“STEADY,”* the markers take post. [*F. Ex., II., 6.*]

*Wheeling or Forming on the March from Column into Line; and Wheeling from Line into Column.*

*Q.* Give the commands for a company marching as in column, to wheel or form **into line**.

*A.* *“RIGHT (or LEFT)—WHEEL (or FORM) INTO—LINE.”* In the case of a wheel, *“FORWARD,”* or *“HALT,”* will be given on its completion. [*F. Ex., II., 7.*]

*Q.* Before a company is ordered to wheel (or form) to its reverse flank, what order must be given?

*A.* It must be ordered to march by that flank. [*id.*]

*Q.* When a company in line is to wheel on the march **into column**, what words are given, and which flank of the column will direct?

*A.* *“COMPANY, RIGHT (or LEFT)—WHEEL, FORWARD, BY THE LEFT (or RIGHT), or HALT—DRESS;”* the left will direct if the wheel was to the right, the right if it was to the left. [*id.*]

*A Company in Column Changing Direction.*

*Q.* How does a company marching in column change direction?

*A.* On *“CHANGE DIRECTION TO THE RIGHT (or LEFT),”* it will wheel by command of its captain, and receive *“FORWARD”* from the instructor. When there are companies in rear, each will be ordered by its captain to wheel at the same point as the leading company, receiving *“Forward”* from him as its front becomes perpendicular to the new direction. If the wheel is to the reverse flank, the guide (or guides) of that flank will move up and lead during the change of direction. [*F. Ex., II., 8.*]

*Marching Past.*

*Q.* How is a company **formed and placed** for marching past?

*A.* As in column, by the left, with bayonets fixed. Four points are placed, marking the angles of an oblong (80 × 30 paces). The left of the company will rest on the centre of one of the long sides, and the opposite side will be called the saluting base; a fifth point, called the saluting point, will be placed 4 paces outside the centre of the saluting base, and turned towards the flank of the company.

The men marking the angles will turn in the same direction as the company. [F. Ex., II., 9.]

Q. What **commands** are given when a company marches past, and by whom?

A. "SLOPE—ARMS, MARCH PAST. QUICK—MARCH" by the instructor. The captain will give "*Left—wheel*," at each angle; and when the wheel is completed, "*Forward*," followed at the second wheel by the words, "*By the right*," and at the third wheel by the words, "*By the left*." The words, "COMPANY—HALT," will be given by the instructor. [id.]

Q. Does a company, in marching past, wheel round all the points marking the angles?

A. No; it wheels round the first and fourth points; but in order that its right flank may be within the line of the saluting base, it wheels at wheeling distance from the second, and it wheels inside the third point when abreast of it. [id.]

Q. What happens on "*Forward, By the Right*," at second wheel?

A. The men "shoulder," captain and guides run out 3 paces in front of company, captain moving round right, and place themselves as at open order, each officer taking up "quick" as he arrives. Right marker takes place vacated by right guide, to lead the company. At 10 paces from saluting point, officers salute, taking the time from right. At 6 paces beyond it, as the left foot comes to the ground, officers recover swords, make a pause of 1 pace, and on the following pace come to "carry." At 20 paces they resume their places with company, in double time, captain passing by right, and right marker takes post. [id.]

Q. Describe how **officers salute** in marching past.

A. As the left foot comes to the ground, the sword is brought smartly to the recover; the next time that foot comes to the ground it is lowered to the salute (the point 12 inches from the ground in the direction of the right foot; the arm straight, hand just behind the thigh, thumb flat on the handle, left arm steady), the head slightly turned to the saluting point. [id.]

Q. How do the **guides** act at the third wheel, and how do the men carry their arms after it has been completed?

A. On the command to wheel, the left guide moves up, the right guide falling to the rear; on "*Forward*," the men slope (or trail arms with the short rifle). [id.]

### *Diagonal March.*

Q. Who leads during diagonal march of a company in column?

A. The guide of the leading flank, who will move up, if not re already. [F. Ex., II., 10.]

*The Formation of Fours, File Marching, and Wheeling in File.*

Q. How are the officers and supernumeraries of a company placed during file marching and the flank march by fours?

A. The guide of the leading flank will lead the company, being placed next to the pivot man of the leading file or four, with his marker in front of that man. The other guide will be on the reverse flank of the rear file or four; his marker on the reverse flank of the next file but one, or the next four. The supernumerary rank will close to the files they cover, as the company turns or forms fours to a flank. [F. Ex., II., 11, 12.]

*A Company Marching in Files, or Fours, Forming to the Front (or Rear); to the Right (or Left); or to the Right (or Left)-about.*

Q. How should the **markers** of a company act on the words, "AT THE HALT, FRONT FORM—COMPANY," and on forming company to the right or left, or to the right or left-about?

A. They will mark the flanks of the company, turning towards the flank of formation; and will be covered by the instructor, taking post on "STEADY," after the men have been dressed. [F. Ex., II., 13.]

Q. When a company in fours, or files, forms to the front or a flank, or to the right or left-about, by whom and how are the **men dressed**, and how does the **supernumerary rank** form?

A. The guide of the flank of formation dresses the men, file by file, as they come up, and gives "*Eyes—front*," taking post. The supernumerary rank form with the company. [id.]

*A Company Formed in Fours Closing on a Flank, or on the Centre, and Re-forming Two Deep.*

Q. When a company in fours closes on a flank, or on the centre, or re-forms two deep, how do the directing guide and the supernumerary rank act?

A. Close, or open out, with the company. [F. Ex., II., 14.]

*Counter-marching.*

Q. Describe how a company in column counter-marches **from the halt**.

A. "COUNTER-MARCH." The directing guide turns about, and takes 1 pace to his front; the guide of the reverse flank places

## FIELD EXERCISE.

1 pace from that flank, and turns inwards. "RANKS, AND LEFT—TURN." The front rank turns to the right, the flank to the left. "QUICK—MARCH." The men step off, each wheeling close round to its right, till the leading man of the flank comes up to the guide. "COMPANY, HALT—FRONT" (they change flanks, and take post), "DRESS." [*F. Ex.*, II., 16.] What should every man be instructed to do in counter-marching?

How do you move up to the guide on the flank at which he wheels, and lengthen his pace, with the outer foot, during the wheel [*id.*] When a company counter-marches, how do the captain and supernumerary rank act?

They turn towards the reverse flank, and counter-march that flank, marking time successively as they arrive at their flank, and halting and fronting with the company. [*id.*]

Describe how a company counter-marches *on the march*.

COUNTER-MARCH. RANKS, RIGHT AND LEFT—TURN." The guide turns to the right-about, takes a pace to his front, marks time. The other guide places himself 1 pace from the flank, and turns inwards, marking time. "COMPANY, HALT—TURN, BY THE LEFT (or RIGHT)," or "HALT, FRONT—"

The guides change flanks and take their places in the ranks. [*id.*]

### *Breaking and Increasing Front by Breaking off Files and bringing them again to the Front.*

How do the guide and marker on the flank of a company when files are broken off act as the files drop to the rear?

The guide touches in to the remainder of the front rank; the marker moves up and remains covering him as long as there is rear. [*F. Ex.*, II., 17.]

What is the order for breaking off files at company drill, by whom are the files and commands given?

The caution by the instructor, the executive words by the guide. [*id.*]

When files break off successively till they amount to a half-company, how should they form?

Into fours, by word of command. [*id.*]

### *Breaking and Increasing Front by Breaking into Files, or Fours, and Re-forming Company.*

When it is desired that a company should advance from flank in files, or fours, what commands are given?

A. "RIGHT (or LEFT)—TURN," or "FOURS—RIGHT (or LEFT); LEFT (or RIGHT)—WHEEL," followed, if the column is halted, by "QUICK—MARCH." If the instructor gives the caution, "ADVANCE (or RETIRE) IN FOURS (or FILES) FROM THE RIGHT (or LEFT)," the foregoing executive words will be given by the captain.

[*F. Ex.*, VII., 18.]

Q. If a company moving in files, or fours, is ordered to increase its front, when will the directing guide take his place?

A. On "FORWARD."

[*id.*]

### *Forming Company Square.*

Q. On the caution, "FORM COMPANY SQUARE," what happens?

A. The captain gives, "*Fours—deep; On the centre, Close; Quick—march.*" When the closing is completed, the men fix bayonets or swords; the flank fours, after fixing, turn outwards. The officers and serjeants form in rear of the company.

[*F. Ex.*, II., 19.]

Q. What takes place if the instructor gives the caution to a company square to prepare for cavalry?

A. The captain gives the words, "*Prepare for Cavalry.*" The officers and serjeants may, if necessary, move in between the fours, and the two rear ranks be turned about, the outer rank kneeling.

[*id.*]

Q. What is done when "ORDER ARMS" is given to a company square prepared for cavalry?

A. The captain gives "*Order—arms*" when the flank fours front, and the officers and serjeants, if in the square, move out.

[*id.*]

Q. Describe how a company square re-forms company.

A. "RE-FORM—COMPANY." If the men have prepared for cavalry, "*Unfix bayonets (or swords)*" will be given; then, "*From the centre re-form two—deep, Quick—march.*"

[*id.*]

### *Formation of Half-companies and Sections.*

Q. Give the words of command for a company to wheel outwards a quarter circle on the march, by half-companies or sections, as in the formation of a **battalion square**, and to re-form column.

A. "FORM SQUARE, QUICK—MARCH. HALF-COMPANIES—OUTWARDS," or "FOUR DEEP, FORM SQUARE, QUICK—MARCH, SECTIONS—OUTWARDS." "UNFIX BAYONETS (or SWORDS). RE-FORM COLUMN. QUICK—MARCH. HALT, FRONT—DRESS. STAND AT—EASE."

[*F. Ex.*, II., 20.]

Q. In forming a four-deep battalion square, how do the inner sections act after wheeling?

## FIELD EXERCISE.

Close on the outer.

[*F. Ex.*, II., 20.]

On the caution to a company wheeled outwards by half-companies or sections, as in a battalion square, "RE-FORM COLUMN," takes place?

If the square is two deep, the half-companies turn about; if deep, the sections turn about, and the two inner sections then to section distance from the outer. On "MARCH," the companies or sections wheel into company, receiving, when "HALT, FRONT—DRESS."

[*id.*

How may an increase of front from fours to sections or half-companies be effected?

By first forming two deep, and then forming to the front.

[*id.*

Name some method by which an increase of front from fours to half-companies, or from half-companies to company, may be effected.

By moving the rear sections or half-company by the distance of march into line with the leading sections or half-companies.

[*id.*

How may a company diminish its front by means of half-companies or sections?

It may advance from a flank in column of half-companies or sections.

The half-companies or sections move into column in line.

[*id.*

How may a company diminish its front otherwise than by means of half-companies or sections?

It may turn into file and then wheel to the right (or left).

[*id.*

Should the increase or diminution of front, by means of half-companies or sections, or by turning into file and wheeling, be effected at the halt?

No; always on the march.

[*id.*

How may companies move to a flank by half-companies or sections?

They may break into columns of half-companies or sections, move to flank, and again wheel into line, on the principles laid down for the column of companies.

[*id.*

Describe the posts of the officers, markers, and supernumeraries in column of half-companies and sections.

The captain will be in his usual place. In column of half-companies, each guide will be on the directing flank of his half-company, his marker 2 paces in rear of the flank file; in column of sections, each guide will be on the directing flank of the outer section of his half-company, his marker on the same flank of the section; the remaining supernumeraries will retain their

[*id.*

**COMPANY SKIRMISHING.\***

**Q.** What takes place on the caution, "THE COMPANY WILL SKIRMISH"?

**A.** The men extend, the officers return their swords, and with the markers take post as follows:—The captain 6 paces in rear of the centre; the guides 3 paces in rear of the centre of the outer sections; their markers in rear of their inner sections.

[*F. Ex., II., Skirmishing.*

**Q.** What are the duties of the officers and markers during an extension, and in all cases where a company is in extended order?

**A.** During the extension, they will see that the men take their proper intervals and preserve the general alignment. The guides should also see that the outer files lead in a true direction. The extension completed, the guides and markers will take charge of their sections, under the general control of the captains. They should take such positions in rear of their commands as will enable them to superintend their men; they will take care that the men avail themselves of cover, preserving their intervals as far as possible, and that they fire only when directed so to do, adjusting their sights, and aiming at precise objects. [*id.*

**Q.** How is an extension executed on the caution, "THE COMPANY WILL SKIRMISH BY SECTIONS"?

**A.** The captain will name the section and file of extension, the number of paces, and the intervals between sections. The named section will extend; and the commanders of the remaining sections will extend them from their inner flanks as they gain the ordered intervals; the intervals may be from 12 paces upwards, according to the nature of the ground. [*id.*

**Q.** When the bugle is used during skirmishing, how are the parts of the line to which the sounds apply denoted?

**A.** One G preceding any sound denotes that it applies to the right; two G's, the centre; three G's, the left. [*id.*

**Q.** Does the "halt" on the bugle annul all previous sounds?

**A.** All except "the fire." [*id.*

**Q.** By what must the sounds "incline" and "wheel" be invariably preceded?

**A.** The distinguishing G. [*id.*

**Q.** What does a double "incline" sounded on the bugle signify?

**A.** A direct turn to the flank indicated. [*id.*

\* For skirmishing of a squad in two ranks, see Squad Drill in this section. For battalion skirmishing, see the part of this work applicable to the promotion of "LIEUTENANT TO CAPTAIN."

## FIELD EXERCISE.

Should the sound "fire" precede or follow any other sound?  
 Can it may be combined?

How is it? [F. Ex., II., Skirmishing.

What does the sound "alert" imply, and how should men in  
 when it is given?

What does it imply unexpected danger; when it sounds, the men  
 will at once halt, and wait for further orders. [id.

When moving by sound of bugle, for what should men wait  
 when it is given?

When the bugle has ceased. [id.

Do bugle sounds apply to supports as well as skirmishers?

How do they move by word of their commanders, who will give  
 orders usual in close order. [id.

Where should the commander of a support be placed?  
 When out. [id.

### *Skirmishers Firing.*

What is the command or bugle sound "FIRE" permissive or ob-  
 What rules are laid down for guidance on receiving it?

Is it permissive, and subject to the discretion of the com-  
 the line of skirmishers, who will name the number of  
 in each section who are to fire. Skirmishers will at all times  
 in each position as may be most convenient and may render  
 most effective. The section commanders, when they see  
 the enemy is within range, will select the men to commence

[F. Ex., II., 21.

When the order to cease fire is given, may the men alter the  
 position which they may be at the moment?

[id.

Should soldiers, when firing in extended order at the halt,  
 the flap of the back-sight after each round?

Should they not until ordered to cease fire or to advance or retire. [id.

When soldiers in skirmishing order are ordered to fire, at the  
 is the rule as to taking advantage of cover?

Should they should invariably take advantage of it; the line may be  
 lie down, or a single soldier may lie down. [id.

When soldiers lie down to fire, how should they support the  
 rifle?

Should they rest both elbows on the ground. [id.

When soldiers are ordered to fire when advancing, how should  
 they make the advance?

Should they in a general line, taking advantage of cover. [id.

How do skirmishers fire when advancing?

When men selected to halt, front, and fire, the  
 continuing to fire the former have fired,



they will turn about and join the general line. The next shots selected will have halted and fronted, and as soon as their front is clear, will fire and continue the retreat, advantage being taken of available positions for making a stand. [*F. Ex.*, II., 21.]

Q. Name some of the methods which may be adopted of maintaining a continuous **dropping fire** by skirmishers advancing or retiring.

A. Alternate men may be ordered to fire; in advancing, as soon as these have fired, the remainder may run to the front and fire; in retiring, the named men having halted and fronted, will fire, the remainder moving to the rear, and so on. The advance or retreat may also be effected by alternate sections, half-companies, or companies. [*id.*]

Q. When a large object, affording considerable **shelter**, comes in the way of skirmishers, what must the section commanders guard against?

A. Too many men running towards it, or some occupying it too long. [*id.*]

Q. Under what circumstances and to what extent may skirmishers be permitted to act on their own **individual judgment** in choosing cover, advancing, halting, or retiring, and also in deciding when each should fire?

A. Thoroughly trained men may be thus trusted; but it must be borne in mind that individual movement is subordinate to the general movements of the line. [*id.*]

Q. How is firing while **inclining** or moving direct to a flank executed?

A. The men ordered to fire make a momentary halt, turn to the front, and fire. [*id.*]

Q. When skirmishers firing are **ordered to halt**, how should they act?

A. Get under cover, if possible, and continue firing as they may be directed. [*id.*]

### *Relieving Skirmishers.*

Q. What distance should be kept between **skirmishers and their support** on a plain?

A. 300 yards as a general rule. [*F. Ex.*, II., 22.]

Q. In what manner should the support conform to the movements of the skirmishers?

A. By keeping in rear of their centre. [*id.*]

Q. When it is desired that a support should move in open files, what command is given?

A. "BY FILES, FROM THE RIGHT (LEFT, CENTRE, or NO. — FILE) TWO PACES—EXTEND." [*id.*]

Q. Where should the captain of a support, moving with open files, be placed? Should he give the usual words of command, or those applicable to troops in extended order?

A. The captain will remain in front, but will give the same words of command as in extended order. [F. Ex., II., 22.]

Q. Describe the method of relieving **skirmishers retiring**.

A. The support halts, fronts, and extends, each man lying down, if possible, under cover. The old skirmishers retire through the line of the new and halt by word of command; closing, if ordered, to form the usual support. [id.]

Q. In relieving skirmishers retiring, at what distance in rear should the new skirmishers extend?

A. At such as will give the men time to complete the extension and get under cover before they are required to check the enemy. [id.]

Q. When skirmishers that are retiring have been relieved, should the new skirmishers at once proceed to continue the retreat?

A. No; they must hold their ground until ordered to retire. [id.]

Q. Name some of the rules as to relieving skirmishers **acting as the fighting line**.

A. They are never to be relieved in such case, whether attacking or maintaining an active defence, or holding a position—unless halted out of fire—when they may be relieved by their support, which will be ordered to advance, extending and taking up the alignment held by the skirmishers, who will then retire and close by word of command, becoming the support. [id.]

### *Reinforcing or Prolonging a Line of Skirmishers to a Flank.*

Q. How is a line of skirmishers **reinforced**?

A. The support, or part of it, is thrown forward, extending, if ordered, on the march, and joining the line of skirmishers. [F. Ex., II., 23.]

Q. How may the strength of a line of skirmishers be **diminished**?

A. By calling in any portion of the skirmishers, who will retire as if they had been relieved. The remaining skirmishers may be ordered to divide the spaces left in the line. [id.]

Q. How may a line of skirmishers be **prolonged to a flank** without weakening the rest of it?

A. The support may be extended in rear, and moved up on the flank of the skirmishers. [id.]

Q. When a company is brought up to relieve or reinforce another that is extended, what is to be done in order that the old skirmishers may know how to act?

*A.* The captain, as well as the section commanders of the new skirmishers, should call out "to reinforce" or "relieve," as the case may be. [*F. Ex.*, II., 23.]

*Q.* When a **support at open files** is ordered to relieve or reinforce skirmishers, what must be done first?

*A.* The support must be further extended to the same intervals as the skirmishers. [*id.*]

### *Closing on the Support.*

*Q.* When skirmishers are to be brought in on the support, what **command** or bugle sound is given, and how is the movement executed?

*A.* "CLOSE ON SUPPORT," or the sound "CLOSE," on which the skirmishers run in independently, clearing the front of the support, and form at 6 paces in rear of it. [*F. Ex.*, II., 24.]

*Q.* What formation may be adopted to **receive cavalry** after skirmishers have closed on a support?

*A.* An oval may be formed. [*id.*]

*Q.* How should skirmishers act if attacked by cavalry before reaching their supports?

*A.* Form rallying squares by word of command. [*id.*]

*Q.* If a **support is at open files** when skirmishers are ordered to close upon it, what must be done?

*A.* The support must be closed on the file from which it extended. [*id.*]

*Q.* **After skirmishers have closed** on the support, what happens if the "EXTEND" is again ordered?

*A.* The old support advances and extends from the centre, or from such file as will cause it to occupy the original ground, and the old skirmishers will form company in support. Or, if necessary, the old support will extend on its own ground from the halt, and the old skirmishers will retire to their proper distance as support. [*id.*]

### *Rallying Squares.*

*Q.* Describe **how** a rallying square is formed.

*A.* The company being dispersed, the words, "FORM RALLYING SQUARE," are given, and at the same time an officer is placed as a rallying point, who holds up his sword and turns towards the supposed enemy. The men run to the officer, form round him, without crowding, order arms, fix bayonets (or swords), and turn outwards. Or, a company may form several squares, the command being "FORM RALLYING SQUARES." [*F. Ex.*, II., 25.]

*Q.* When a rallying square is composed of a large number of

men, how may the officer **reduce the depth** of its faces to four or two deep?

A. By ordering the faces to take a given number of paces to their front, and the men in the centre to fill up the intervals at the corners. [F. Ex., II., 25.]

Q. How may a rallying square be **moved in any direction**, and how is it guided in its movement?

A. "THE SQUARE WILL ADVANCE" (RETIRE OR MOVE TO THE RIGHT OR LEFT) "being given, will be repeated by the officer on whom the square is formed, and followed by "*Inwards—turn, Quick—march.*" The square will march by the left of the leading face, if advancing or moving to the right; by the right, if retiring or moving to the left. The instructor's caution, "THE SQUARE WILL HALT," is followed by the officer's command, "*Square—halt.*" The men turn outwards. [id.]

Q. When the square is to **prepare for cavalry**, what words are given?

A. On the bugle call "PREPARE FOR CAVALRY," the executive words, "*Prepare for cavalry,*" will be given by the officer. [id.]

Q. How is **company re-formed** from rallying square?

A. On the caution, "RE-FORM COMPANY," the captain will give "*Unfix bayonets (or swords),*" and the left marker will mark where the left flank of the company is to rest, turned towards the supposed enemy. "*Re-form—company, Quick—march,*" the men will form on the marker. [id.]

### *Attack by Cavalry.*

Q. What **general consideration** should be impressed upon all infantry soldiers with reference to sudden attacks by cavalry on skirmishers or small bodies of men?

A. That a skirmisher has nothing to fear from a single trooper on open ground; and that the advantage is on his side on broken ground. Also, that the smallest square or circle is secure from cavalry so long as the men are cool, and fire only at the proper moment by order of their commander. Skirmishers should be prepared to form to receive cavalry at any moment when on ground that is practicable for horsemen. [F. Ex., II., 26.]

Q. What should officers with skirmishers habitually take notice of with reference to a possible attack by cavalry?

A. The best positions afforded by the ground on which to rally their men. [id.]

Q. On "PREPARE FOR—CAVALRY," how should **skirmishers** act?

A. Under the direction of their commander they should run to the best cover available. Should no cover be within reach, rally-

ing squares by half-companies or sections may be formed. These may be moved in on each other as opportunities offer. [*F. Ex.*, II., 26.]

Q. On "PREPARE FOR—CAVALRY," how should a support act?

A. It should at once (closing if at open files) move to the best position for aiding the skirmishers, and, if necessary, open fire. If the cavalry press on the support, the flanks may fall back to form an oval two deep round the captain, or company square may be formed. [*id.*]

Q. In case the peculiarity of the ground, or the presence of small bodies of cavalry, require a closer formation in skirmishers than that of single rank, what plans may be adopted?

A. "FORM—FILES" may be given, when the rear rank will cover the front rank; or "FORM—GROUPS," when the right and left files of every four will close to each other and act together, either as skirmishers or as groups, to receive cavalry. [*id.*]

### *Inspecting and Proving a Company.*

Q. How is a company inspected on parade? \*

A. "*Fix—bayonets (or swords),*" "*Open order—march.*" The officer will see that the appointments, clothing, &c., are clean, &c. "*Unfix—bayonets (or swords),*" "*Shoulder—arms,*" "*For inspection, Port—arms.*" "*Close order—march,*" "*Examine arms.*" [*F. Ex.*, II., 27.]

Q. Describe how a company is told off and proved.

A. "*Number.*" The men, having numbered, "*No. —, Left of the right half-company, Nos.—, —, —, —, Left of sections.*" "*Right half-company, Trail—arms.*" "*Left half-company, Trail—arms.*" "*Outer sections, Order—arms.*" "*Inner sections, Order—arms.*" "*Fours—deep, Front.*" "*Fours—right, Front.*" "*Fours—left, Front.*" "*Fours—about, Front.*" [*id.*]

## **RIFLE EXERCISES.†**

### *General Directions.*

Q. Before commencing the rifle exercises, what should the recruit be taught regarding the rifle?

A. The names of its parts. [*Rifle Ex.*, 1874.]

Q. May rifles be carried loaded?

A. Only in the case of skirmishers advancing, or if specially ordered. [*id.*]

\* For the method of examining arms, see RIFLE EXERCISES farther on.

† The Manual and Firing Exercises given here are those sanctioned for the Martini-Henry in 1874.

**Q.** How should the recruit ~~fall in~~ for rifle exercise?

**A.** As directed in squad drill, the rifle being placed perpendicularly at his right side, butt on ground, its toe in line with toe of right foot. The right arm will be slightly bent, right hand to seize rifle between the hands, thumb pressed against thigh, fingers slanting towards ground. [Rifle Ex., S. 1, 2.]

### *Review Exercise.*

**Q.** How are the review manual and firing exercises performed?

**A.** In quick time. The men standing at the "order" with fixed bayonets, will be ordered to shoulder, and take open order. [Rifle Ex., S. 10.]

**Q.** Give the cautions and words of command for the review manual and firing exercises with long and short rifle.

**A.**

**Caution. MANUAL—EXERCISE.**

- I. PRESENT—ARMS.
- II. SHOULDER—ARMS.
- III. PORT—ARMS.
- IV. CHARGE—BAYONETS.
- V. SHOULDER—ARMS.
- VI. ADVANCE—ARMS.
- VII. ORDER—ARMS.
- VIII. ADVANCE—ARMS.
- IX. SHOULDER—ARMS.
- X. SLOPE—ARMS.
- XI. SHOULDER—ARMS.
- XII. ORDER—ARMS.
- XIII. UNFIX—BAYONETS.
- CLOSE ORDER—MARCH.

**Caution. FIRING—EXERCISE.**

FIRE A VOLLEY AT 300 YARDS.  
READY—PRESENT.

OR  
FIRE—VOLLEYS  
AT 300 YARDS.  
READY—PRESENT.  
STAND AT—EASE.

*For Rifle Battalions.*

**Caution. MANUAL—EXERCISE.**

- I. PRESENT—ARMS.
- II. SHOULDER—ARMS.
- III. SUPPORT—ARMS.
- IV. SHOULDER—ARMS.
- V. ORDER—ARMS.
- VI. FIX—SWORDS.
- VII. SHOULDER—ARMS.
- VIII. PORT—ARMS.
- IX. CHARGE—SWORDS.
- X. SHOULDER—ARMS.
- XI. SLOPE—ARMS.
- XII. SHOULDER—ARMS.
- XIII. ORDER—ARMS.
- XIV. UNFIX—SWORDS.
- CLOSE ORDER—MARCH.

**Caution. FIRING—EXERCISE.**

FIRE A VOLLEY AT 300 YARDS.  
READY—PRESENT

OR  
FIRE—VOLLEYS  
AT 300 YARDS.  
READY—PRESENT.  
STAND AT—EASE.

**Q.** When only may arms be ~~trailed~~ with fixed bayonets or swords? [id.]

**A.** By the front rank before charging. [id., S. 1, 2.]

**Q.** What should the soldier especially attend to as to his position during the manual exercise?

**A.** To preserve the squareness of the body, and to avoid raising or sinking the shoulder. [id.]

**Q.** On which shoulder are the men to ~~sling~~ arms for shelter trench exercise or escalading?

On the left shoulder for shelter trench exercise; on the shoulder of each rank for escalading. [id.]

**Q.** For what purpose only may the rifle be carried at the *secure*?

**A.** For its protection during wet weather. [*Rifle Ex. S. 1, 2.*

**Q.** In what *time* should the motions be performed and the commands given in the manual exercise?

**A.** The motions with a pause of quick time between each; the commands with a pause of slow time between the first and last part of each. [*id.*

**Q.** Must ranks always be opened before *presenting arms*?

**A.** In line they must; but not in quarter column. [*id.*, S. 3.

**Q.** Are the motions of *both ranks the same* in the manual exercise?

**A.** Yes, except in the "*charge*." [*id.*

**Q.** When the left foot is advanced in the second motion of the *firing exercise*, what must be avoided?

**A.** Increasing the angle by turning the toe of the right foot to the rear. [*id.*, S. 7.

**Q.** How is the *back-sight* adjusted in the firing exercise?

**A.** With the forefinger and thumb of the right hand, move the sliding bar until the top is even with the line, or at the place on the flanges showing the distance; then, if necessary, raise the flap, preventing it springing up with a jerk, and afterwards return the hand to the "*Ready position*." [*id.*

**Q.** When the word "*Load*" is given, how do the men act?

**A.** They perform the first 3 motions of the "*Ready*." [*id.*

**Q.** When the word "*Ready*" is given to men already loaded, what is done?

**A.** The men proceed with the 4th motion of "*Ready*." [*id.*

**Q.** What is the rule as to distance at the word "*Ready*"?

**A.** Some distance should be named; but if it is not, the soldier must judge it for himself, and adjust the sight accordingly. [*id.*

**Q.** When "*Ready*" is given to men at the 3rd motion of the "*Present*," how do they act?

**A.** Proceed with the 3rd and 4th motions of the "*Ready*." [*id.*

**Q.** What is to be particularly attended to at the "*Present*" in the firing exercise?

**A.** Body to be firm and erect—sights upright—butt to be pressed firmly to the shoulder with the left hand—trigger to be pressed steadily without the slightest motion of hand or arm while the muzzle is being raised and until the spring is released—eye to be fixed upon the mark at which a deliberate aim is always to be taken. [*id.*

**Q.** In *aiming* at very short distances, what allowance should be made?

**A.** The muzzle should be pointed a few inches below the ob-

Q. When only should the thin white lines on either side of the centre white line of the back-sight be used?

A. When a strong wind is blowing across the range.

[*Rifle Ex.*, S. 7.]

Q. State some rules for the soldier's guidance in aiming.

A. In aiming and pressing the trigger, the breathing should be restrained. The right eye should continue fixed on the object after snapping. The position of the head, with reference to the butt, must depend on the elevation; with small elevation, the butt must be brought to the head, by raising the shoulder, or the cheek must be placed on the butt by bending the head a little forward (not sideways), so as to get the eye fixed on the object through the notch of the backsight; as the distance increases, the head must be raised or the shoulder lowered.

[*id.*

Q. What pause should be observed between each motion in the firing exercise in quick time?

A. A pause of quick time.

[*id.*

### *Motions of the Rifle on the March (for other than Rifle Battalions).*

Q. How should **every motion** on the march be performed?

A. As the left foot comes to the ground. [*Rifle Ex.*, S. 1.]

Q. When soldiers step off **from the "order,"** what do they do with their rifles?

A. If in line with unfixed bayonets, they "trail" at the first step; if in line with fixed bayonets, or in file, they "advance," returning in each case to the "order," as they halt, or halt and front. [*id.*

Q. Are soldiers marched off from "the order" as a rule in field movements?

A. No; they are usually directed to "slope" before stepping off, except when required to move at "the shoulder." [*id.*

Q. When marching in line or fours with trailed arms, and ordered to **turn into file or form two deep**, what do soldiers do with their rifles?

A. "Advance" as they turn or form, returning to the "trail" again on turning into line or forming fours. [*id.*

Q. When soldiers marching with **sloped arms are halted**, what do they do with their rifles?

A. Remain at the "slope." [*id.*

Q. When soldiers **with shouldered arms step off**, what should they do with their rifles?

A. Remain at the "shoulder." [*id.*

Q. When soldiers marching in slow time with shouldered arms **break into quick time**, what should they do with their rifles?



A. They should slope as they take the first pace in quick time.

[*Rifle Ex., S. 1.*

Q. When soldiers marching in quick time with sloped arms **take up the slow time**, what should they do with their rifles?

A. Remain at the "slope." [*id.*

Q. When a soldier is ordered to **turn about** at the "slope," what should he do with his rifle?

A. Come to the "shoulder" on the first pace of the turn, and "slope" again on the fourth, the pace on which he steps off. [*id.*

Q. When a soldier is ordered to turn about when marching with trailed arms, what should he do with his rifle?

A. Bring it to a perpendicular position by a turn of wrist on the first pace of turn, and trail again on the fourth. [*id.*

Q. When soldiers standing with sloped arms turn about, what is done with their rifles?

A. "Shoulder," as the foot is drawn back; return to the "slope" on completing the turn. [*id.*

Q. When men standing with "ordered arms" are directed to **form fours, to close, step back**, or take any named places to the front, what should they do with their rifles?

A. Bring them to the "short trail." [*id.*

Q. How do **skirmishers, supports, and reserves** carry their arms?

A. Skirmishers always at the "trail"; supports and reserve at the trail when unloaded, at the "slope" when loaded. [*id.*

Q. May **loaded arms** be carried at the "trail"?

A. No. [*id.*

Q. When soldiers marching at the "trail" have **fixed bayonets**, what do they do with their rifles?

A. Bring them to the "slope." [*id.*

Q. Describe how soldiers marching in quick time are taught to **charge**.

A. "*Prepare to charge.*" Front rank brings the rifle to the "trail," without losing the square position of the body, and the rear rank continues to move at the "slope." "*Charge.*" Front rank comes to the "charge," rear rank continues to move at the "slope," and both break into double time. On "Halt," the front rank comes to, and the rear rank remains at, the "slope." [*id.*

### *Motions of the Rifle on the March (for Rifle Battalions).*

Q. When soldiers in rifle battalions **step off from the "order,"** what do they do with their rifles?

A. If in line with unfixed swords, they "trail" at first step; if in line with swords fixed or in files, they "shoulder," returning to the order as they halt, or halt and front. [*Rifle Ex., S. 2.*

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[*Rifle Ex., S. 2.*  
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Q. When men halted trail arms, how does the rear rank act?

A. It steps back a pace of 9 inches, resuming its distance on coming to the "order." [Rifle Ex., S. 3.]

Q. When men marching with trailed arms are ordered to shoulder arms, how does the rear rank regain its distance?

A. By lengthening its pace. [id.]

### *Piling Arms.*

Q. Give the commands for piling and unpling arms.

A. "*Pile—arms,*" "*Stand—clear,*" "*Stand—to,*" "*Unpile—arms.*" The words "*Break—off*" may be given after "*Stand—clear.*" [Rifle Ex., S. 5.]

Q. What must be avoided in piling arms?

A. Damaging the rods and sights. [id.]

### *Paying Compliments with Arms.*

Q. When a N.-C. officer or soldier passes or addresses an officer, what should he do with his rifle?

A. Carry it at the "advance" (or "shoulder" in rifle battalions), with the left arm brought across the body and the hand, fingers extended, meeting the sling in line with the right elbow.

[Rifle Ex., S. 5.]

### *Firing.*

Q. Mention the **different methods** of firing in two ranks.

A. 1. Volleys, front rank kneeling.

2. Independent firing, both ranks standing.

3. Independent firing, both ranks kneeling.

4. Independent firing, front rank kneeling. [Rifle Ex., S. 7.]

Q. What is the rule as to one or both ranks **standing or kneeling** when firing in volleys, or independently?

A. The front rank will kneel on the word "*Ready,*" unless the caution, "*Independent firing,*" is preceded by the words, "*Both ranks standing (or kneeling).*" [id.]

Q. What is the rule as to the **rear rank taking a pace** to its front before firing?

A. When the preliminary caution, "*Both ranks standing (or kneeling)*" is given, a pace of 9 inches will be taken on the caution, "*— Rounds, Independent firing*"; or, if at the "*ready,*" the left foot will be advanced 3 inches, the right heel being brought to the left. Distance will be resumed on returning to "*the order.*" [id.]

Q. In firing volleys, or independently, must the **number of rounds** always be specified?

A. Yes.

[*Rifle Ex., S. 7.*

Q. Should the flap of the **back-sight**, if raised, be put down after every round?

A. Not until after the last round.

[*id.*

Q. What is the rule as to the men **ordering arms without command** after firing volleys, or independently?

A. They will do so in all cases on ceasing to fire—after, if necessary, unloading, and putting down the flap of the back-sight. In coming to “the order,” after volley firing, the men act together, taking the time from the right; after independent firing, independently. [*id.*

Q. If men have been brought to the “*Ready*,” and are **not required to fire**, what should be done?

A. They are to unload by word of command.

[*id.*

Q. In volley firing should **the time** be taken from any particular man?

A. No; each man will, after coming to the present, when taking aim, rest three pauses of slow time before firing. [*id.*

### *Independent Firing, Standing, or Kneeling.*

Q. Give the caution and **commands** for independent firing.

A. “— *Rounds, Independent firing*,” “*At — yards, Ready*,” “*Commence*.”

[*Rifle Ex., S. 7.*

Q. How is independent firing **executed**?

A. Each man of the front rank will come to the “present,” independently of his right or left-hand man; and when he returns to the “ready” position, his rear-rank man will come to the “present.” When firing, both ranks standing or both kneeling, the men of a file will thus continue firing and loading, the rear-rank man coming to the “present,” when the front-rank man is at the “ready,” and *vice versa*, until “*Cease fire*” is ordered. When firing, front rank kneeling, the men of a file may fire independently after the first round. [*id.*

Q. What **object** is to be studied in practising independent firing?

A. That each man should take a calm and deliberate aim, avoiding all hurry. [*id.*

Q. When men fire independently, how should the commands “*Fire*” and “*Cease fire*” be given?

A. On the drum or bugle.

[*id.*

### *Preparing for Cavalry.*

Q. In **moving into square**, when should the men order and fix bayonets (or swords)?

A. If on the march, on “*Halt*” or “*Halt, Right-about—turn*”;

if from the halt, the leading company will order and fix, when the remainder get "*Quick (or Double)—march.*" Men who halt without command, will order and fix as they halt. [*Rifle Ex., S. 8.*]

**Q.** Describe how the square prepares for cavalry.

**A.** On "*Prepare for—cavalry,*" if the square is four deep, the second and fourth ranks take a pace of 9 inches to the front; the first and second ranks then sink upon the right knee, as a front and rear rank, but without bringing the weight of the body on the heel, at the same time placing the butts of rifles on the ground against the inside of right knees, guard to the left, muzzles slanting upwards; the left hand to grasp the rifle immediately above lower band, the right hand holding the small of the butt, left arm resting upon the thigh, about 6 inches from the knee. The third rank come to the "ready position," muzzles of rifles to be slightly inclined upwards. [*id.*]

**Q.** When men, **standing with unfixed bayonets** (or swords), are ordered to prepare for cavalry, how do they act?

**A.** At once fix bayonets (or swords), and proceed in usual way. [*id.*]

**Q.** What **description of firing** may be practised in a square?

**A.** The standing ranks of one or more faces may be ordered to fire independently, or in volleys; and when necessary, the kneeling ranks of one or more faces may be ordered to fire a volley. The standing and kneeling ranks may fire volleys alternately. [*id.*]

**Q.** In a square **less than four deep**, how many ranks kneel?

**A.** The front rank only. [*id.*]

### *Manner of Inspecting Arms on Parade.*

**Q.** Describe how the arms of a company are inspected on parade.

**A.** The clothing and appointments having been inspected, bayonets unfixed, and arms shouldered, the words, "*For inspection, Port—arms,*" are given. Each man when at the "port" opens the breech, and grasps the small of the butt with the right hand, thumb pointing to the muzzle. The officer goes down the ranks to see that the block is free from rust and clean, and also, if necessary, that it is free in its action. "*Close order—march. Examine—arms.*" On the word "examine" the rear rank will close up a pace of 9 inches, and on "arms" both ranks come to the "charge," with muzzles so inclined as to enable the officer to look through the barrel. The rear-rank men, in turning to the right, will raise their rifles perpendicularly, to clear the front-rank men when coming to the "charge." The officer will see that each barrel is free from rust. Each soldier, as the officer passes the file nearest to him, will close the breech—ease springs—order arms—resume his distance (if a rear-rank man)—and stand at ease. [*Rifle Ex., S. 11.*]

## *Rifle Exercises for Serjeants.*

- Q. What **motions** do serjeants perform with the men?  
A. Stand at ease, or come to attention, and shoulder, slope, trail, or order arms. [*Rifle Ex., S. 12.*]  
Q. Should serjeants always move with **unfixed swords**?  
A. Except when escorting colours or in square. [*id.*]  
Q. How should serjeants carry their rifles when the men perform the **manual firing and bayonet exercises**?  
A. Remain during the manual and firing at the "shoulder," and during the bayonet exercise at the "order." [*id.*]  
Q. When a serjeant **marking a point** is extending an arm, how should he hold his rifle?  
A. With the other hand, by the small of the butt, resting the toe against his chest. [*id.*]

## *Bayonet or Sword-bayonet Exercise.*

- Q. In what **time** should men perform the motions in the review bayonet exercise?  
A. In quick but marked time. [*Rifle Ex., S. 13.*]  
Q. What is important as to **position** in the bayonet exercise?  
A. That the limbs should not be rigid. [*id.*]  
Q. Give the **commands** for the review bayonet exercise, the men being drawn up in line.

A. PREPARE FOR BAYONET EXERCISE.  
QUICK—MARCH.

### REVIEW EXERCISE.

GUARD, POINT.  
LOW—GUARD, POINT.  
HIGH—GUARD, POINT.  
HEAD—PARRY, POINT.  
SHORTEN—ARMS, POINT.  
GUARD.  
RIGHT, POINT.  
LEFT, POINT.  
LOW—GUARD, POINT.  
HIGH—GUARD, POINT.  
RIGHT, POINT.  
LOW—GUARD, POINT.  
GUARD.  
ABOUT.

*Foregoing will then be performed with the right shoulder and leg foremost, after which*

ABOUT.  
SHOULDER—ARMS.  
FORM—LINE.  
QUICK—MARCH.  
ORDER—ARMS.  
STAND AT—EASE.

[*id.*]

**Q.** Describe how the **colour party, captains, guides, markers, and supernumeraries** act on "*Prepare for bayonet exercise.*"

**A.** They turn about, and on "*Quick—march*" move direct to the rear, the colour party, right guides, and markers halting and fronting at 18, and the captains and supernumerary rank at 15 paces. [*Rifle Ex., S. 13.*]

**Q.** How is the review exercise performed **in two ranks**?

**A.** The men standing, with intervals, receive "*Form ranks, Quick—march,*" on which the even numbers of each rank move up between the odd numbers. They will then be brought to the "guard," after which "*Odd (or even) numbers, About,*" will be given, so that the movements may be performed by alternate men to front and rear. [*id.*]

**Q.** How is the review exercise performed **in quick time**?

**A.** On the words, "*Review exercise in quick time—guard,*" the men go through the movements, executing them smartly, but resting a pause of slow time before each motion. [*id.*]

## RIFLE DRILL AND PRACTICE.

### *Directions for Removing and Replacing the Block.*

**Q.** Give the directions for **removing** the block.

**A.** 1. Close the action; 2. Press out block axis pin; 3. Depress the lever and hold down front of block with left thumb, close the lever, and the block will spring out. [*G. O., 18, 1875.*]

**Q.** State how the block is **replaced**.

**A.** Place the block in body, with the front end lowest; hold the lever with the right hand, the thumb pressing the indicator forward, the trigger being pressed back by the forefinger; press hard on the knuckle of block with the heel of the left hand, to force it into its seat; at the same time depress and work the lever to get the tumbler into the slot in the striker; replace block axis pin. [*id.*]

**Q.** What is the rule as to soldiers being permitted to remove and replace the block, and as to **alterations, &c.**?

**A.** Intelligent N.-C. officers and men only are to be allowed to remove and replace the block when necessary, but the breech action is on no account to be tampered with, and all necessary alterations are performed by the armourer. [*id.*]

### *Instructions for Cleaning the Rifle.*

**Q.** Give the **instructions** for cleaning the rifle.

**A.** 1. Open the breech. 2. Wrap a damp rag, flannel, or

to, round the jag of the cleaning rod, so as to cover it, and rub the barrel carefully up and down with it to remove the fouling. No water is to be used. Should the rod stick fast in the barrel no attempt is to be made by the soldier to drag it out, but the armourer is to remove it. 3. Replace the damp rag by an oiled rag (woollen if possible), and pass the latter a few times up and down the barrel. 4. Wipe the breech and block with an oiled rag to remove dirt and prevent rust. 5. Close the breech, easing springs at the same time. [G. O., 18, 1875.]

Q. May **emery**, **sandpaper**, or any cutting substances, be used in cleaning rifles?

A. No. [id.]

Q. What injury must be specially **guarded against** in cleaning the rifle?

A. Any injury to the face of the block, especially the striker hole. [id.]

Q. Should the **damp rag** always be used in cleaning the rifle?

A. No; on many occasions the oiled rag will be found sufficient. [id.]

Q. What **kinds of oil** only should be used?

A. Mineral, sweet, or Rangoon. [id.]

Q. How should a soldier act when he suspects that the **barrel** of his rifle is either bent or dented?

A. He should report the circumstance. [Musk. Reg., IV., 2.]

Q. May the soldier use his rifle for carrying any weight?

A. No. [id.]

Q. How are the barrels of rifles frequently injured?

A. By being placed forcibly in a rack, or piled carelessly; by rust; or by dirt entering the muzzle during skirmishing. [id.]

Q. How is rust caused, and in what way does it injure the interior of a rifle barrel?

A. Rust is caused by the joint action of moisture and air. In the interior of the barrel it causes resistance to the passage of the bullet, prevents its expansion, impairs its rotation, probably causes it to strip (*i. e.*, pass out of the grooving), or may even cause the plug to be driven through the bullet, thereby rendering the rifle, for the time, useless. [id.]

Q. What should be carefully attended to, to ensure the preservation of the **ammunition in pouches**?

A. The pouch should be well packed, and no vacant space allowed in any compartment in which there are cartridges. Cartridges should be kept dry. [id.]



*Theoretical Principles.*

**Q.** To whom is the **instruction of the soldier** in the theoretical principles of musketry specially confided ?

**A.** To the officer instructor ? [*Musk. Reg.*, IV., 2.

**Q.** Is the **construction of the barrel** of a rifle such as of itself to give elevation to the ball ?

**A.** It is. The upper surface does not lie in the same direction as the inside or bore. [*id.*

**Q.** What is meant by the "**axis of the barrel**" ?

**A.** It is an imaginary line along the centre of the bore, which denotes the course taken by the centre of the bullet whilst passing through the barrel. [*id.*

**Q.** What is meant by the **line of fire** ?

**A.** The straight line in continuation of the "**axis**" of the barrel, showing the direction in which the bullet is proceeding when it leaves the muzzle, and which it would naturally continue to follow with uniform velocity, were it not impeded by the resistance of the air, and drawn down from it by the force of gravity. [*id.*

**Q.** Describe how the **resistance of the air** acts on the bullet.

**A.** The atmosphere is an elastic fluid (consisting of innumerable minute particles, which press against each other and everything touching them), through which the bullet forces its way, losing a portion of its motion, and gradually moving with less and less speed. The resistance, being greater the greater the velocity of the bullet, is greatest at the moment the bullet leaves the muzzle, and consequently continually becomes less and less. [*id.*

**Q.** What is the **force of gravity**, and its influence on the bullet ?

**A.** It is a natural law, by which all unsupported bodies near the earth are drawn downwards towards it, and which, being constant, the longer any body is exposed to its influence the faster it falls. [*id.*

**Q.** Describe what is meant by the "**trajectory**."

**A.** It is the curved line in which the bullet is forced to move by the resistance of the air and the force of gravity, together with the force of the powder. [*id.*

**Q.** Is the trajectory a uniform curve throughout ?

**A.** No. For a short distance the course of the bullet scarcely deviates from the line of fire. The curve increases as the bullet becomes more distant from the muzzle. [*id.*

**Q.** If the "**axis of the barrel**" be **directed on an object**, will the bullet ever hit that object ?

**A.** No ; the bullet will pass below it. [*id.*

## MUSKETRY.

How far does the bullet fall in the first 100 yards?

About 10 inches.

[*Musk. Reg.*, IV., 2.

Enable the bullet to strike an object 100 yards distant, to what point above the object must the axis be directed?

To a point about 10 inches above it.

[*id.*

In order to fire with accuracy, how is it necessary that the sights should be aligned?

The sights must be aligned between eye and mark.

[*id.*

If the sights on upper surface of barrel were so constructed as to be parallel to the axis, or if barrel were as thick at muzzle as at breech, what would ensue from aiming 10 in. above the mark?

The firer would lose sight of the mark.

[*id.*

Describe how sights are arranged to enable the firer to give the necessary elevation without losing sight of the mark.

The height of the back-sight is so arranged that when the eye is at the fore-sight and the object are brought in line with the barrel receives the necessary elevation. The back-sight is capable of adjustment for all distances beyond 100 yards, and for accurate range, by means of a flap and sliding bar.

[*id.*

When firing at objects more distant than the rifle is sighted for, how must aim be taken?

By raising the eye above the back-sight in the former, and by depressing it a few inches (about 3 inches for 50 yards) under the latter case.

[*id.*

To ensure accurate firing, is it necessary that the sights should be held perfectly upright?

Yes.

[*id.*

What effect would the inclination of the sights to either side have on the flight of the bullet?

Instead of hitting the mark aimed at, the bullet would strike low, and on that side to which the sight is inclined. The greater the distance, the greater would be the error.

[*id.*

If the soldier cannot be certain of the correct distance, how should he fire his first shot in the field?

Either under than over estimated distance; as, if it falls short, by observing the dust or earth thrown up, gain some idea of the proper elevation, and the bullet may in its ricochet strike the object.

[*id.*

Explain the effect of wind on a bullet in motion.

When from the right, it will carry bullet to left of the line of aim, and vice versa; when from front, it will slightly decrease the range, and when from the rear, increase it.

[*id.*

How must the soldier be taught to remedy the effect of wind?

By making allowance for the deviation in taking aim.

[*id.*

*Q.* What rules must guide the soldier as to the amount of allowance to be made for wind?

*A.* No fixed rule can be laid down. He must acquire experience, but always take into consideration the strength of the wind, and the distance of the object. He must also watch the effect of his shot, and make more or less allowance as may be necessary.

[*Musk. Reg.*, IV., 2.

*Q.* In making allowance for wind in aiming, why should the distance of the object be considered?

*A.* Because on that will depend the length of time the wind will have to act on the bullet. [id.

*Q.* Is the effect of wind from front or rear as great as that of a side wind?

*A.* No. [id.

*Q.* What should the soldier be taught to do in aiming at an **object in motion**?

*A.* To aim a little in advance of the object, being guided by the pace it is going and its distance from the firer. [id.

*Q.* In aiming at an object moving, or during wind, should aim be taken direct on the object before any allowance is made?

*A.* Yes; and then, without pausing or dwelling on the aim, the necessary allowance should be made by turning the body on the hips, keeping the lower limbs firm, and the arms and eye perfectly steady. [id.

*Q.* Name some method of securing the proper elevation and direction, in taking aim, which may be adopted by soldiers when required to keep up a fire on an enemy whom they are prevented from seeing, either by **darkness, dust, or smoke** temporarily arising between the eye and the object.

*A.* If they can get an opportunity during daylight, as may be the case during the attack or defence of works, or during a clear interval in action, two forked sticks may be planted in the ground, in such a direction and of such height respectively, that a rifle laid on them may command the point desired, and have the required elevation; or a soldier may plant a single stick a few feet in front of him, so that the top of it may be in line between his eye and the object, and by aiming at the top of the stick, keep up an efficient fire. [id.

*Q.* What effect has the **sun**, when shining, on aim?

*A.* If shining from the left, it lightens up left side of fore-sight and right side of notch of back-sight, which is apt to cause axis to be directed to the right in aiming, and *vice versa*. [id.

*Q.* How should the soldier remedy any **defect in sighting** his rifle?

*A.* He must pay attention to each shot, and make allowance in aiming for any defect he may discover. [id.

Q. When is a **barrel said to be rifled**?

A. When it has grooves cut down the inside of it.

[*Musk. Reg.*, IV., 2.

Q. Why are the grooves of a rifle cut in a spiral direction?

A. To cause the bullet to turn or spin on its longer axis. [id.

Q. What degree of turn or twist is given to the grooves?

A. A half-turn in the length of the barrel. [id.

Q. Does the spinning movement given by the grooves to the bullet continue during its flight?

A. Yes. [id.

Q. In what way does the spinning movement of the bullet ensure accuracy of flight?

A. By preventing rotation in any other direction, thus keeping its point foremost, and by constantly presenting any imperfections of surface to the air in opposite directions. [id.

### *Aiming Drill.*

Q. In what is the recruit instructed at aiming drill?

A. In taking aim and adjusting the back-sight of his rifle.

[*Musk. Reg.*, IV., 3.

Q. How many men should compose the **squads** at aiming drill?

A. Not more than 10, to be formed in single rank. [id.

Q. What **rules** are laid down for guidance in aiming?

A. 1. That the sight should not incline to right or left. 2. That the line of sight should be taken along the centre of the notch of the back-sight and the top of the fore-sight, which should cover the middle of the mark aimed at. 3. That the eye should be fixed steadfastly on the mark aimed at, and not on the barrel or fore-sight. 4. That in aiming the left eye should be closed. [id.

Q. At what **distances** is aiming drill to be practised by recruits?

A. At every 50 yards from 100 to 900 yards. [id.

Q. What are to be the dimensions of the **bull's eyes** at different distances in aiming drill?

A. Under 300 yards—6 inches; beyond 300 yards—18 inches square. [id.

Q. How may a soldier **improve his vision**?

A. By looking at small objects at distances beyond those at which he will have to fire in practice. [id.

### *Position Drill.*

Q. What is the soldier to be **taught in position drill**?

A. To go through the motions of firing, standing and kneeling, with accuracy.

[*Musk. Reg.*, IV., 4.

Q. In what does position drill **differ from firing exercise**?

A. The latter comprehends loading and firing in the ranks; the former, essentials of good individual firing.

[*Musk. Reg.*, IV., 4.

Q. In what **order of dress** is position drill to be practised?

A. In marching order, except in tropical climates. [*id.*

Q. Should position drill be executed with the **snap caps** in the rifles?

A. Yes. [*G. O.*, 18, 1875.

Q. Should **bayonets** (or swords) be fixed at position drill?

A. When standing, bayonets should be fixed (swords should only be fixed by recruits); when kneeling, they should be unfixed.

[*Musk. Reg.*, IV., 4.

Q. How should the **men be formed** for position drill?

A. In squads of 10 for each instructor, the men being 1 pace apart, and in single rank. [*id.*

Q. Before commencing position drill, what is the instructor to point out to each man?

A. An object to aim at. [*id.*

Q. What are the **rules as to practising** position drill in the intervals between the annual musketry courses?

A. Position drill, particularly the first and third practices, is to be frequently carried on by every company (when not engaged in its annual course), broken up into squads, each under the supervision of the officers, assisted by the regimental and company instructors. [*id.*

Q. Into **how many practices** is position drill divided?

A. Into three. [*id.*

Q. What are the principal objects of the **first practice**?

A. To accustom the recruit to handle his rifle expertly, and by strengthening the left arm, to give him a perfect command of it with his left hand, and to habituate him to raise it to the shoulder without moving his body. [*id.*

Q. What caution is given in the first practice?

A. "*Position drill by numbers—First practice, as a front (or rear) rank standing (or kneeling).*" [*id.*

Q. Give the words of command in the first practice.

A. "*At — yards—Ready.*" "*Present.*" "*Two.*" "*Three.*" "*Ease springs—Order arms—Stand at ease.*" [*id.*

Q. When the squad has been thoroughly instructed in the first practice by numbers, how is it to be exercised?

A. In the same practice, judging its own time, after coming to the "*ready.*" [*id.*

Q. Give the caution and command for the first practice, the squad judging its own time.

A. "*First practice, judging the time.*" "*Present.*" "*Steady.*" "*Ease springs.*" "*Order arms.*" "*Stand at ease.*"

[*Musk. Reg., IV., 4.*

Q. What is the object of the **second practice**?

A. To habituate the men to combine the motions of the "present" in the required order. [*id.*

Q. Give the caution and commands for the second practice.

A. "*Position drill by numbers—Second practice, as a front (or rear) rank standing (or kneeling).*" "*At — yards—Ready.*" "*Present.*" "*Two.*" "*Three.*" "*Ease springs—Order arms—Stand at ease.*" [*id.*

Q. In coming to the "ready" position in the 1st and 2nd practices, is the third or loading motion to be performed?

A. No. [*id.*

Q. What is the object of the **third practice**?

A. To establish union between hand and eye. [*id.*

Q. Give the caution and commands for the third practice.

A. "*Position drill—Third practice, as a front (or rear) rank standing.*" "*Independent firing, at — yards. Ready.*" "*Commence.*" "*Cease fire.*" [*id.*

Q. When only should squads be exercised in the practices of position drill **on the knee**?

A. When well grounded in the practices standing. [*id.*

Q. What points are to be most minutely attended to in each man's position **when at the "present"**?

A. That sights are upright—rifle pressed firmly to shoulder with left hand—trigger pressed steadily, without motion of hand or arm, until the spring is released; as also that the eye is fixed upon mark during and after snapping. [*id.*

Q. How is the instructor to ascertain that every man has the **correct position**; that in aiming he obtains the alignment quickly and readily; and that his aim is not lost by pulling the trigger?

A. He is to scrutinize each man in succession, correcting errors in position. He is also to place himself in front of each man, and cause him to aim at his eye. [*id.*

Q. When the **instructor observes a fault** in a man's position when the rifle is at the shoulder, how should he correct it?

A. He is to cause him to come to the "present" 3 or 4 times without loading, to correct the defect noticed. [*id.*

### *Blank Firing.*

Q. For **what purpose** is the recruit to fire with blank cartridge afore being permitted to fire with ball?

A. To give him steadiness, and to accustom him to the recoil.

[*Musk. Reg.*, IV., 5.

Q. How **many rounds** of blank cartridge are to be fired in the different positions by every recruit at preliminary drill?

A.	10 rounds to be fired singly,	}	Standing.
	10 „ in independent firing,		
	front rank kneeling,		
	10 rounds to be fired singly,	}	Kneeling.
	10 „ „ in volleys,		
	front rank,		

[*G. O.*, 18, 1875.

Q. What should be explained to the recruit as to the **recoil**?

A. That by pressing the butt firmly into the hollow of the shoulder he may control the recoil. [*Musk. Reg.*, IV., 5.

Q. Why is the centre of the heel plate pressed to the hollow of his shoulder, and not the toe of the butt, at the “present”?

A. To counteract the tendency of the explosion to throw the muzzle up, and thereby to send the bullet high. [*id.*

### *Judging-Distance Drill.*

Q. What is the recruit to be instructed to **take note of** in judging-distance drill?

A. The size and appearance of men and objects at different distances. [*Musk. Reg.*, IV., 6.

Q. In what manner is the soldier to estimate distances before he is allowed to engage in the judging-distance **practices**?

A. Men are to be placed, as points for observation, at the distances of 50, 100, 150, 200, 250, and 300 yards, facing the squad, standing at ease, looking to their front, and remaining in an erect position, unless ordered to the contrary. [*id.*

Q. Explain how **fixed points for observation** are thrown out.

A. The instructor is to fix upon some object in the distance, and align 2 men thereon 20 yards apart, and facing each other, and place 11 paces to right or left of nearest man, and at right angles to him, another man as a point for covering. He is then to march a squad of 6 men, formed two deep, on alignment chosen, and halt it at 50 yards' distance, when No. 3 of rear rank will turn about and cover the 2 men already aligned. The man 20 yards off will now be removed, and the squad will march on in an oblique direction, leaving a man at every 61 paces, who will cover diagonally on the points already placed and covering point. [*id.*

Q. Points for observation being placed, what is done next?

A. A squad instructor is placed in the original line opposite each

point. The squad is then formed to the left of the squad instructor opposite the point at 50 yards. [*Musk. Reg.*, IV., 6.]

Q. Before proceeding with the drill, to what should the instructor direct the attention of the men?

A. Position of sun, state of atmosphere, and back-ground during the observations, in order that they may be accustomed to appearance of objects under altered conditions. [*id.*]

Q. Having drawn attention of men to conditions which affect appearance of objects, what is squad instructor to do next?

A. To indicate to each man in succession the parts of figure, arms, accoutrements, and dress which can still be perceived on the soldier before him, as also those parts that can no longer be perceived at 50 yards; after which he will question him on the observations he has made, and impress on his mind the appearance of a man at 50 yards. He will then pass the squad on to the squad instructor at 100 yards, who will proceed in the same manner. [*id.*]

Q. When all the men of the squad or party have made their observations on the different points, what is to be done?

A. The men will be required to estimate the distances of men placed within the limits of 300 yards. [*id.*]

Q. In judging **unknown distances**, how is the point of observation placed?

A. A man is to be placed at any unknown distance (unobserved, if possible, by the squad), and is to stand at ease. [*id.*]

Q. Describe the method of instruction in judging-distance drill at unknown distances.

A. The squad instructors having formed 3 paces in front of the right of squads, are to call each man separately to the front, and question him, noting in a register his answer, which must be given in a division of 5 yards, and in a low tone, in order that those following may not be influenced. No talking is allowed whilst answers are given. [*id.*]

Q. When the men have given answers, what should be done?

A. The answers are to be read over to them by squad instructor, to ascertain that they are correctly recorded—instructor will ascertain correct distance by means of the stadiometer, or the squad will pace the distance, the instructor placing himself in centre to count paces, 120 of which are equal to 100 yards. The distance is then to be made known. [*id.*]

Q. For how **many days** are recruits to be drilled in judging distance up to 300 yards?

A. 4 days. [*id.*]

Q. In what are they next to be exercised?

A. For 4 days up to 600 yards, first at known distances, in



every respect as laid down for exercising to 300 yards, and afterwards at unknown distances. [*Musk. Reg.*, IV., 6.]

**Q.** Of how **many men** are the points for observation beyond 300 yards to consist, and at what distances are they to be placed?

**A.** 2 or more men are to be placed at every 50 yards, from 350 to 600 yards inclusive, after first measuring 300 yards on the alignment chosen. [*id.*]

**Q.** Describe the **method of instruction** followed in estimating unknown distances beyond 300 yards.

**A.** If there is no stadiometer, the party is separated into two equal portions, moved in different directions, and when halted, turned towards each other, with a file thrown out on the flanks a few paces off. After every man has judged the distance which separates the parties, and answers have been recorded, they advance towards each other, counting paces as before. [*id.*]

**Q.** Of what is every **judging-distance drill** to consist?

**A.** Making observations at known distances, and giving three answers at unknown distances in different situations immediately afterwards. [*id.*]

**Q.** Should a young officer, recruit, or drilled soldier **become a casual** when proceeding with preliminary drills, and not make up before the annual returns are completed those which he may have missed, is he to be considered as having been exercised therein?

**A.** No. [*id.*]

### *Ball Firing.*

**Q.** May firing take place under any circumstances unless an **officer is on the range**?

**A.** No. [*Musk. Reg.*, V., 1.]

**Q.** Describe the construction and dimensions of **a target**.

**A.** It is of iron; bullet proof; 6 feet in height and 2 in breadth, having squares of 6 inches cut on the face, to facilitate the marking of hits in diagrams for experimental purposes, and to serve as guides in painting the "bull's eye" and "centre." [*id.*]

**Q.** How are the targets coloured?

**A.** White, the "bull's eye" and lines describing the "centre" being black. [*id.*]

**Q.** When targets are to be used, how should they be placed?

**A.** As perpendicularly as possible on the platforms provided for the purpose. [*id.*]

**Q.** When targets are laid down, how should they be placed?

**A.** At an incline, face upwards. [*id.*]

**Q.** When a target becomes unserviceable, what is done?

A. It will be exchanged in the manner prescribed for all stores. [*Musk. Reg.*, V., 1.]

Q. How many men are employed daily ~~on fatigue~~ at the practice ground under the orders of the instructor of musketry?

A. 6 men (of whom 1 is to be a pioneer), under a N.-C. officer. [*id.*]

Q. How are the fatigue men employed at the practice ground?

A. Under the orders of the instructor of musketry, in fixing and cleaning targets, assisting to signal shots, and as look-out men to warn persons from crossing the range during firing, and for other duties on the range. Watch coats are provided for their use during the winter. [*id.*]

Q. State how shots that strike the target are to be signalled.

A. By means of flags of different colours raised above the butt, or by discs placed in front of the target. [*id.*]

Q. Describe the **flags and discs** to be used in indicating the shots, and state the points fixed as the value of each hit.

SHOTS.	FLAGS.	DISCS.	VALUE IN POINTS.
A. Outer,	White or yellow,	Black,*	2
Centre,	Dark blue,	Black,	3
Bull's eye,	Red and white,	White,	4
Ricochet,	Red flag waved in front of the target, R		
Miss,			0 [ <i>id.</i> ]

Q. May any signal to denote a "miss," or the direction thereof, be made?

A. No; it is strictly forbidden. [*id.*]

Q. What is meant by a **ricochet**, and how is it to be counted in individual firing?

A. A shot which strikes the ground before hitting the target. It is to be counted as a miss in individual firing, but noted in the register by the letter R. [*id.*]

Q. Detail some of the regulations as to the use of the **red flag** at ball practice.

A. It is the signal for danger or cease firing, and is hoisted whenever it is necessary to cease firing to re-colour targets, or for other purposes. No man is to leave the marker's butt until the "cease fire" has been sounded, or the red flag raised at the firing point, in answer to the danger signal. The flag is to be kept up as long as the markers are out of the butt, or any person is on the line of range. When "cease fire" is sounded at the firing point, the flag is to be raised, and on "fire" sounding it is to be lowered. No shot is to be fired when the flag is up. [*id.*]

\* In the case of an outer the black disc is to be shown, first at the side of the target, and afterwards in front of the shot.

Q. In signalling a shot with a flag, how are the markers to denote the **part of the target** which it struck? [*Musk. Reg.*, V., 1.

A. If to the right, the flag is inclined to right, and *vice versa*. If the shot strikes high, the flag is raised as high as possible; if low, only high enough to be visible above the butt. [*id.*

Q. When a shot strikes so that the mark made by it cuts the outer edge of the **bull's eye or centre**, how is it counted?

A. As hitting the bull's eyes or centre. [*id.*

Q. May a shot which has **grazed the target** be counted?

A. Not unless the mark of the bullet, part or whole, is seen on the face of the target. [*id.*

Q. Who are the **markers** in the butt and ricochet butt to be, and what are their duties?

A. Marker in butt and one of the men in ricochet butt are to be full N.-C. officers (if possible, serjeants), of a different company from that firing. Former is responsible that correct signals are given, and is to keep a memorandum of each shot fired. Men in ricochet butt are to look out, and to call out to N.-C. officer in marker's butt, "ricochet," when such is the case. [*id.*

Q. How are the men to be **marched to the firing ground**?

A. In squads of not more than 20 men. [*id.*

Q. When should the **men's names** be entered in the register or summary?

A. Before the party goes out to the ground. [*id.*

Q. In what order are the men's names to appear in the register or summary?

A. The same as in the "Drill and Practice Return." [*id.*

Q. How are the men of each squad to be **placed in the ranks**?

A. In the same order as in the register. [*Musk. Reg.*, V., 1.

Q. By whom is the **register** to be kept when at practice?

A. If possible, by an officer; if not, by a N.-C. officer. [*id.*

Q. May entries in the register be made in pencil?

A. No; they must be made in ink. [*id.*

Q. Describe how alterations may be made in the register.

A. A fine line is to be drawn through the figure or letter, and the correction made, the initials of the officer of the company being immediately attached to it. [*id.*

Q. What is the rule as to erasures in a register?

A. They are prohibited. [*id.*

Q. Should an erasure or an irregular alteration be found in a register, what would be the consequence?

A. It would invalidate the entry. [*id.*

Q. State **how the men are to fire** at target practice.

A. "Fire" being sounded, and danger flag lowered, each man in succession, commencing from right of front rank, and afterwards from right of rear rank, will take a pace to front, make ready, and

fire, after which he will order arms, and as soon as his shot is signalled, move by right flank and form 3 paces in rear. Each man will step forward and get into position when the man on his right has fired, but will not come to the "present" till the former shot has been signalled. When all have fired, the section will be moved forward, by the officer, to its original position, when the loading and firing are to proceed as before. [*Musk. Reg.*, V., 1.

Q. Should the officer or instructor point out any **errors** he may observe to a soldier whilst he is in the act of firing?

A. No ; he is to correct him after he has fired. [*id.*

Q. When from the number of hits it becomes necessary to **colour the target**, what is to be done before colouring?

A. The captain (or officer of the section) and marker are to compare the register with the target, and the officer is to see that the target is properly cleaned. [*id.*

Q. On the **conclusion of the practice** at each distance, what is to be done?

A. Points are to be totalled and read out ; "Cease fire" and "Advance" are to be sounded ; the officer and marker are to compare the register with the target, adding or deducting any difference from "total points." Hits found on the target, but not in register, are not to be credited to any individual. Any correction in the score claimed by a soldier must be made before another shot is fired. During the practice of the first class, if the target is clean, the register may be compared with the target at every two distances. [*id.*

Q. When the **register has been closed**, what is to be done with it?

A. It is signed by "marker," and countersigned by officer. "Duplicate total points," corresponding with the practice executed, having been initialed by the officer instructor, is then torn off and handed at once to the instructor. [*id.*

Q. If there be any men, whose names are in the register, that have not practised, where is the cause of absence to be briefly stated?

A. In the column "total points" and "duplicate total points." [*id.*

Q. What is the company instructor to do with the registers immediately on his **return to barracks** after every period?

A. He is to enter the total points obtained by each man, per register, opposite his name in the proper column of the company "Drill and Practice Return." [*id.*

Q. If a man fires **one or more distances** in a "period," and is unable to continue it with his party, what is to be done?

A. He may complete the period before the termination of the

annual course; but if he does not, he is to be classified according to his points, which are to be included in the total points of the company, the man being also counted among the number by which the total points are divided. [*Musk. Reg.*, V., 1.]

*Q.* Should a man, after having fired **one or more rounds** at a distance, be unable to finish the practice, is he to be considered as having fired at the said distance?

*A.* Not unless the points he has obtained pass him into a higher class. [*id.*]

*Q.* If a section is prevented by heavy rain from **finishing a practice**, what is to be done?

*A.* The shots already fired are to be compared, the points obtained by each round totalled, and initialed by the officer, and the practice completed on a future occasion. [*id.*]

*Q.* Whose duty is it to **compare the entries** in the "Drill and Practice Return" with the "duplicate total points" at the conclusion of every period, and to satisfy himself that the classification is correct?

*A.* It is the duty of the officer instructor. [*id.*]

*Q.* What **number of rounds** is to be expended by every recruit in his training, and by every drilled soldier in his annual course of practice, except in certain exceptional cases?

*A.* 90 rounds, as follows:—60 in individual firing, 10 in volleys, 10 in independent firing, and 10 in skirmishing order. [*id.*]

*Q.* State the number of rounds to be expended at each distance, the distances, the size of targets to be fired at by the several classes in individual firing, and the dimensions of bull's eye and centre for each class.

<i>A.</i>		YARDS.	ROUNDS.		BULL'S EYE.	CENTRE.
THIRD CLASS.	Recruits.	100	5	Two targets.	2 ft. × 1 ft.	4 ft. × 2 ft.
		150	5			
		200	5			
		250	5			
	Soldiers.	150	5			
		200	5			
		250	5			
		300	5			
SECOND CLASS.	Recruits.	300	5	Three targets.	2 ft. × 2 ft.	4 ft. × 4 ft.
		350	5			
		400	5			
		450	5			
	Soldiers.	400	5			
		500	5			
		550	5			
		600	5			

		YARDS.	ROUNDS.		BULL'S EYE.	CENTRE.
FIRST CLASS.	Recruits.	500	5	Four Targets.	2 ft. × 3 ft.	4 ft. × 6 ft.
		550	5			
		600	5			
		650	5			
	Soldiers.	650	5			
		700	5			
		750	5			
		800	5			
[Musk. Reg., V., 1.]						

Q. Is firing to be **performed standing** or otherwise?

A. Up to 300 yards, standing; beyond this distance, kneeling, or in any position, if preferred, by recruits at 600 and 650 yards, and drilled soldiers, in the 1st class only, but no artificial rests are to be used. An exception to this rule is allowed in favour of old officers, if they cannot through stiffness get into the kneeling position. [id.]

Q. Is the **pack** worn in volley and independent firings?

A. Invariably, except in tropical climates. [id.]

Q. May soldiers fire from the **left shoulder**?

A. Only if certified to be suffering from defective vision of the right eye, but never in the volley and independent practices. [id.]

Q. What points must be obtained to pass into a **higher class** in shooting, and to obtain **marksmen's** rewards?

A. In the 1st period 3rd class to pass into the 2nd class, . 36 points.

In the 2nd class to pass into the 1st class, . 40 „

In the 1st class to be eligible for the marksman's reward, 33 „

[G. O., 18, 1875.]

Q. Is it necessary that young officers and recruits, as well as drilled soldiers in the annual course, should be exercised in **preliminary drill** before being permitted to fire ball?

A. It is, except in the case of first class shots and first class judges of distance, excused by the C. officer. [Musk. Reg., V., 1.]

### *Firing Singly.*

Q. At what distances are recruits and drilled soldiers to practise in the **first period**?

A. Recruits at every 50 yards from 100 to 250; drilled soldiers at every 50 yards from 150 to 300. [Musk. Reg., V., 1.]

Q. At the close of the first period, what is done?

A. The points obtained individually are added together and entered in the total points, but no classification is made. [id.]

Q. At what distances does the company or party practise in the **second period**?

A. Recruits at every 50 yards from 300 to 450; drilled soldiers at 400, 500, 550, and 600 yards. [id.]

**Q.** At the close of the second period, what is done?

**A.** From the points obtained in the first and second periods, a classification is made: those who have obtained 36 and 40 points in these periods respectively being formed into a first class. Those who obtained 36 in the first, but not 40 in the second period, will practise again in the second class, and those who failed to obtain 36 points in the first period, will practise again in the third class.

[*Musk. Reg.*, V., 1.

**Q.** Before commencing the **third period**, what must be read over to the men on parade by the officer?

**A.** The names of the men who have passed into the higher classes, and the number of points each of them obtained. [*id.*

**Q.** In how many classes are men to practise in third period?

**A.** In three,—viz., first, second, and third. [*id.*

**Q.** How is the **final classification** made?

**A.** Those who obtain 36 and 40 points in the third and second classes in this period, provided the former had previously made 40 points in the second period, will pass into the first class; those who get 36 in third class, but failed to get 40 in second period, will pass into second class; and those who failed to get 36 points, although they got 40 points in second period, will remain in third class.

[*Musk. Reg.*, V., 1.; *G. O.*, 18, 1875.

**Q.** What soldiers are **marksmen** at the final classification?

**A.** Men shooting in first class who obtain 33 points and upwards, provided they are in the first class in judging distances. [*id.*

### *Volley and Independent Firing—Skirmishing.*

**Q.** At what distance and by whom is **volley firing** practised?

**A.** At 300 yards, by recruits and soldiers. [*Musk. Reg.*, V., 1.

**Q.** Is volley firing to be practised standing or kneeling?

**A.** Front rank kneeling. [*G. O.*, 18, 1875.

**Q.** How many targets are used for volley firing?

**A.** Six, placed close together, across the centre of which is to be coloured a black mark 2 feet deep. [*Musk. Reg.*, V., 1.

**Q.** What value in points do hits possess in volley firing?

**A.** Fair hits and ricochets (not fragments) 2 points. [*id.*

**Q.** Of what number of men should a squad or section firing in the volley and independent practices consist?

**A.** Not more than 20 nor less than 5. [*id.*

**Q.** When a rifle misses fire in volley firing, what is done?

**A.** The shot is to be considered as expended, and the man is to fire the subsequent volleys with the section, and be included in the number firing. [*id.*

Q. May a man ever be withdrawn from volley firing after having commenced it?

A. No.

[*Musk. Reg.*, V., 1.

Q. How is the "merit" of volley firing determined?

A. By dividing the number of points obtained by the hits on the target by the number of men in the squad. [*id.*

Q. At what distance and by whom is **independent firing** practised?

A. At 300 yards, by the recruit and by the drilled soldier of every company annually. [*id.*

Q. In what manner is independent firing to be practised by drilled soldiers and recruits?

A. In the order detailed in the rifle exercise. [*id.*

Q. By whom is the **skirmishing** practice to be executed?

A. Recruits and drilled soldiers annually. [*id.*

Q. In what manner is skirmishing practised?

A. In skirmishing order, advancing from 400 to 200, and retiring from 200 to 400 yards, until ammunition is expended; each man judging his own distance, and arranging his sight. The men may fire in any position. [*id.*

Q. At what targets does skirmishing practice take place?

A. At 6 or 8 targets, 6 paces apart, each with a black mark 2 feet deep across centre. Every file has its target, the rear-rank man being 1 pace distant from the front-rank man on the same alignment. [*id.*

Q. How do shots count in skirmishing practice?

A. Fair hits and ricochets, 2 points. [*id.*

Q. What sentries are to be placed during skirmishing?

A. One on each flank of the targets, about 40 or 50 yards off, to prevent any person approaching. [*id.*

Q. In what manner are **hits counted** at the conclusion of volley, independent, and skirmishing practices?

A. They are taken off on a summary, in presence of the officer commanding the company, by the company instructor, accompanied by a N.-C. officer of another company. The N.-C. officers will sign, and the officer countersign, the summary after it has been compared with the target. [*id.*

Q. What is done with the **summaries** when completed?

A. They are retained by the captain, the officer instructor taking the memorandum of hits on the several targets, to check the entries in the "Company's Drill and Practice Return." In the case of casualties of different companies or recruits, the summaries are to be retained by the instructor. [*id.*

Q. What must be completed **before the volley**, independent, and **skirmishing practices** are executed?



A. Individual firing, except in the case of a drilled soldier, who having become a casual after the first period, may be available for these practices with his company or squad of casuals, before completing the other periods. [*Musk. Reg.*, V., 1.

Q. What must every man have done before practising in the third period?

A. He must have fired in the first and second periods. [*id.*

Q. How are men who remain in the third class at the final classification to be exercised after the yearly course of practice?

A. Through a course of aiming and position drills, and blank firing; and afterwards to fire through the "first period," when a practice range is available. [*id.*

Q. Is additional practice of third class shots to be looked on as a punishment, or suffered to deprive them of furloughs or other indulgences?

A. No. [*id.*

Q. State how the figure of merit to measure the efficiency of the shooting of a squad, company, or battalion is determined.

A. By average points in first and second periods, divided by number of men who commenced first period, average points in volley firing, minus percentage of third class shots at final classification. [*id.*

Q. Detail the figures of merit that may be considered as indicating *very good—good—moderate—and bad* shooting.

A.	VERY GOOD.	GOOD.	MODERATE.	BAD WHEN UNDER
FIGURE OF MERIT, . . .	85	75	65	65

[*id.*

Q. When the practice range does not extend to 300 yards, what course is to be followed?

A. No ammunition is to be demanded, but the preliminary drills are to be executed. [*id.*

### *Orders to be observed on Rifle Ranges.*

Q. Detail the orders for the senior officer at the firing point.

A. (1.) Not to allow practice till red flag is hoisted on signal staff and sentries posted. (2.) Not to allow a man to fire until the shot of the previous man (if a hit) has been signalled. (3.) To order "Cease fire" to be sounded and "Danger" flag raised immediately red flag is raised at marker's butt, or when any person or animal appears in front, and on no account to allow any firing to proceed as long as the danger flag is up at the marker's butt. When the said flag is lowered, to order the "Fire" to be sounded, and the danger flag at the firing point lowered. (4.) To see that on ranges in pairs parties fire by classes at same distance. (5.) That

when "Cease fire" sounds, firing at both ranges (in pairs) is discontinued. (6.) That persons watching practice stand to right, and clear of party; that no talking among the men, or other irregularity, is allowed. (7.) That red flag is used in marker's butt. [*Musk. Reg.*, V., 1.]

Q. When the wind blows up or down a range, how should the flags be used in signalling?

A. They should be waved. [*id.*]

Q. When a shot **does not strike the centre**, how should the flag denoting its value be held?

A. To the right, left, high, or low, as required to show the position of the hit. [*id.*]

### *Attendance of Medical Officers on Rifle Ranges.*

Q. Where a medical officer is required to attend on a rifle range, must he in all cases **remain throughout the practice**?

A. Where the hospital or his own quarters are within a mile from the range, he, after reporting himself to the officer in charge of the firing party, may return to hospital or quarters where he will remain whilst the practice is going on. [*Musk. Reg.*, V., 1.]

Q. What precaution is to be taken at stations where the **attendance of medical officers is dispensed with**?

A. The name and address of a medical officer who will remain in his quarters or hospital, so as to be available in case of accident, is to be communicated to the officer in charge of each firing party. [*id.*]

### *Judging-Distance Practice.*

Q. Should the judging-distance practice be gone through by each **recruit, drilled soldier, and company officer** annually?

A. It should. [*Musk. Reg.*, V., 2.]

Q. In the judging-distance practice, how are the **correct distances ascertained**?

A. By the stadiometer, or by means of a cord, or chain. If neither of these means are available, they are to be ascertained by triangulation. [*id.*]

Q. What **points are placed** to estimate distances from?

A. One or more men, when judging to 300 yards; but beyond that distance a section of 8 or 10 files. [*id.*]

Q. How are the **answers recorded**?

A. In a register which is kept by a N.-C. officer under the superintendence of an officer. [*id.*]

Q. How are the **answers given**?

A. The party being halted 10 paces to right of stadiometer or

cord, N.-C. officers who keep registers are arranged 3 paces in front of right of sections. These N.-C. officers, after recording their own answers, call each man of their sections to the front, to give his answer in yards as to the distance that separates him from the points, which is immediately noted in register. Silence is preserved, and answers are given in a low tone. [*Musk. Reg.*, V., 2.]

**Q.** When the answers of every man have been taken down, what is done?

**A.** Answers are read over to the men, so that any error may be corrected. After this the commander states aloud to the men *correct distance*, which is noted at once at top of column. Number of points obtained by each man is registered at side of his answer, and made known to him. No alteration may be made after distance has been declared. [*id.*]

**Q.** At how many stations are the men exercised in each practice?

**A.** Four. [*id.*]

**Q.** What is done at the conclusion of every practice?

**A.** The number of points obtained by each man is read over to the party, and inserted under "total points" in register. [*id.*]

**Q.** What are the regulations as to signing and closing the judging-distance register?

**A.** It is signed by N.-C. officer who kept it, and countersigned by officer. Register being completed on practice ground, officer instructor initials "duplicate total points," tears column from register, and keeps it to check entries in "Drill and Practice Return," which are made by company instructor on return to barracks. In the case of recruits, the register is signed by squad instructor, and countersigned by officer instructor or assistant; the column "Duplicate points" is not torn off. [*id.*]

**Q.** What are the rules as to corrections, &c., in the register?

**A.** No erasure is to be made; corrections are to be initialed by the officer. [*id.*]

**Q.** Into how many "periods" is the judging-distance practice divided, and of how many practices and answers do each consist?

**A.** Three periods, each of 2 practices or 8 answers. [*id.*]

**Q.** To what distances are the different classes to practice?

**A.** Third class to 300, second to 600, first to 900 yards. [*id.*]

**Q.** What is the value of the answers in the several classes?

<b>A.</b> 3rd Class; or when judging distance	{	Within 5 yards,	3 points.
between 100 and 300 yards,		" 10 "	2 points.
		" 15 "	1 point.
2nd Class; or when judging distance	{	Within 20 yards,	2 points.
between 305 and 600 yards,		" 30 "	1 point.
1st Class; or when judging distance	{	Within 30 yards,	2 points.
between 605 and 900 yards,		" 40 "	1 point.

[*id.*]

**Q.** Within what distances should men be practised in judging distance in the **first period**?

**A.** Between 100 and 300 yards. [*Musk. Reg.*, V., 2.]

**Q.** At the conclusion of the first period, what men pass into the **second class**, and how are the remainder formed?

**A.** Men who have 14 points and upwards pass into second class, and those who have not are formed in a **third class**. [*id.*]

**Q.** In how many classes are men to practise in judging distance in the **second period**?

**A.** In two classes,—viz., second and third. [*id.*]

**Q.** At close of second period, how are men classified?

**A.** Men of second class who, having exercised as such, obtain 10 points and upwards pass into **first class**; men of the third class who obtain 14 points and upwards pass into second class. Those who have not obtained points specified remain in second and third classes respectively. [*id.*]

**Q.** In how many classes are men to be exercised in judging distances in the **third period**?

**A.** In three,—viz., first, second, and third. [*id.*]

**Q.** At the conclusion of the third period, what is to be done?

**A.** The final classification is to be made. [*id.*]

**Q.** How is the "**best judge of distance**" and the "**best judging-distance company**" of the battalion determined?

**A.** The soldier who in practice of first class obtains greatest number of points is best judge of distance. Should two or more men obtain the same points in first class, a reference is made to performances in second period, and should they tie therein, to performances in first period. Best judging-distance company is that which scores highest figure by adding average points obtained in first period, and percentage of first class minus percentage of third class at final classification. [*id.*]

**Q.** Are the **performances of the officers** included in determining the best judging-distance company?

**A.** Yes. [*id.*]

**Q.** What are the rules regarding "**judging distance**" by officers?

**A.** All officers are to be exercised through a course of judging-distance drill and practice annually with their companies. [*id.*]

**Q.** What practice in judging distance is to take place **in addition to the usual annual course**?

**A.** Companies should be sent into the country occasionally after annual course, to be exercised in judging distance under captains. They should likewise be exercised in this practice on marching-out days during halts. [*id.*]

**Q.** What is done as to the best judges of distance on these occasions?

**A.** Their names are handed to the adjutant with a view to their being excused from afternoon parade, or receiving some other indulgence. [*Musk. Reg.*, V., 2.]

**Q.** What is the use of the "**Stadiometer**," and upon what principle is it constructed?

**A.** It is used for ascertaining distances from any point at which it may be placed, and the principle on which it is constructed is the mathematical proposition that in similar triangles similar sides are proportional. [*id.*]

**Q.** When a class is divided with a view to judge the distance from each other, what method is adopted of **signalling the correct distance** to the squad opposite to that with which the stadia is placed?

**A.** A flag lowered to right signifies hundreds of yards; to left, tens; and to front, five. Thus, for example, if flag is lowered 4 times to right, 5 times to left, and once to front, distance signalled is 455 yards. [*id.*]

Those parts of the "Queen's Regulations and Orders for the Army" which relate to the duties and conduct of a subaltern officer; the Mutiny Act and Articles of War, so far as is necessary for the performance of the duties of a member of a court-martial. [Q. Reg., S. 4, § 25 (c).

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## **PRECEDENCE AND DISTINCTIONS OF CORPS.**

Q. Are corps on parade always drawn up in order of precedence?

A. No ; they are drawn up as the C. officer may judge convenient. [Q. Reg., 1, § 3.

Q. By whom should the colours be carried ?

A. By the two junior lieutenants. [id.

## **COMMAND AND RANK.**

### *General Rules.*

Q. To what officer does the command belong under all circumstances ?

A. The senior combatant officer, according to date of army rank. In case two commissions of the same date interfere, a retrospect is to be had to former commissions. [Q. Reg., 2, § 1.

Q. When regiments or detachments are employed together on any duty, how is the command to be exercised ?

A. Each will act under its own commander, the whole being under the senior combatant officer. [id.

## **HONOURS AND SALUTES.**

### *General Rules.*

Q. How should the sovereign and members of the Royal Family always be received by troops ?

A. With the highest honours. [Q. Reg., 3, §§ 1, 3.

**Q.** With what honours should general officers **in command** and field marshals be received?

**A.** Both with a general salute; the latter with lowered colours, except when a member of the Royal Family is present.

[*Q. Reg.*, 3, §§ 4, 5.]

**Q.** How should **C.** officers of garrisons, camps, &c., under the rank of general officer be received?

**A.** With the honours due to rank one degree higher. [*id.*, § 6.]

**Q.** When **regiments or armed parties meet** on the march, how are they to pass each other?

**A.** Marching at attention, with arms shouldered, swords drawn, bayonets fixed, and bands playing. [*id.*, § 10.]

**Q.** What rules are laid down in the Queen's Regulations as to **officers saluting**?

**A.** They are to salute their seniors on parade or duty, when reporting themselves, or making a report, or as staff officers, delivering an order to them. Officers are to salute with the right hand, or, when the sword is drawn, with the sword, without taking off their caps. [*id.*, § 11.]

**Q.** What is the rule as to officers returning soldier's salutes?

**A.** They are to return the salutes of **N.-C.** officers and soldiers except when their swords are drawn. A salute to two or more officers is to be returned by the senior. [*id.*]

**Q.** Is a cadet to salute officers?

**A.** Yes, if they are in uniform. [*id.*, § 12.]

**Q.** What general rule is laid down for the guidance of **N.-C. officers and soldiers** as to saluting officers?

**A.** They are to salute all officers whom they know to be such, whether dressed in uniform or not. [*id.*, § 13.]

**Q.** How should a soldier, if standing still, salute an officer passing him?

**A.** Turn towards him, come to attention, and salute. [*id.*]

**Q.** When a soldier addresses an officer, what mark of respect is he to pay him?

**A.** Salute, and halt two paces from him. [*id.*]

**Q.** When should soldiers walking salute an officer?

**A.** As they pass him. [*id.*]

**Q.** When a soldier appears in a room before an officer or a civil magistrate, is he to remove his cap?

**A.** On appearing before an officer, he is not; but on appearing before a magistrate in a civil court, he is to do so, except when on duty under arms. [*id.*]

**Q.** What mark of respect is to be shown to an officer by a soldier who is without his cap, or is carrying anything that prevents his saluting properly?

A. He will stand at attention till the officer passes, or, if walking, will turn his head slightly towards him? [*Q. Reg.*, 3, § 13.]

Q. When individual soldiers meet troops, how are they to act?

A. They are to salute the C. officer and colours. [*id.*]

Q. Should N.-C. officers commanding armed or unarmed parties pay compliments to all officers when passing them?

A. Yes; if the officers are in uniform. [*id.*]

Q. What rule is to be observed by soldiers as to saluting officers other than regimental?

A. The proper compliments are to be paid to officers of the navy, marines, militia, volunteers, departments, and of other regiments, when in uniform. [*id.*, § 14.]

Q. When a member of the Royal Family passes along the front of a camp to inspect it, how should the troops act?

A. Turn out, but not under arms, and fall-in in front of the tents. [*id.*, § 15.]

Q. What is the composition of a **guard of honour**?

A. In some cases 100 rank and file, with 1 captain, 2 subalterns, and colour, proportion of serjeants, and band; in others, 50 rank and file, 2 officers, and colour. [*id.*, §§ 16, 17.]

Q. Should **guards salute** colours passing them?

A. Only if the colours are uncased. [*id.*, § 20.]

Q. What is the rule as to guards paying compliments to general officers and governors?

A. They are to turn out and pay compliments to general officers in uniform and civil governors. Guards and parties marching will pay compliments to general officers in uniform. [*id.*, § 22.]

Q. Is an officer who is not in uniform entitled to the compliment of a guard turning out?

A. No; but members of the Royal Family, the Lord-Lieutenant of Ireland, and governors, or lieut.-governors, are excepted from this rule. [*id.*]

Q. What compliments are to be paid to regimental C. officers, irrespective of army rank, by their guards?

A. The guards are to turn out and present arms once a day. [*id.*, § 23.]

Q. When persons entitled to be saluted pass in rear of a guard, what is to be done?

A. The guard will stand with shouldered arms turned to its proper front; but no drum is to beat or bugle to sound. [*id.*, § 24.]

Q. When persons entitled to a salute pass during relief of a guard, what is to be done?

A. Both guards are to salute as they stand, by command of the senior officer present. [*id.*]



**Q.** What are the rules as to compliments by guards to armed and unarmed parties?

**A.** They are to stand with shouldered arms; and to uncased colours, both guards and sentries will present. Guards are to pay no compliments between "retreat" and "réveille." Guards need not turn out to unarmed parties. [*Q. Reg.*, 3, § 25.]

**Q.** When guards are visited on duty by general officers or by the officers of the day, how should they receive them?

**A.** If mounted over a member of the Royal Family, or the residences of viceroys and governors, they will turn out and receive them with shouldered arms. All other guards should present arms to general officers and field officers of the day. [*id.*, § 26.]

**Q.** What is the general rule for sentries saluting?

**A.** They are to halt, front, and present arms to general and field officers and armed parties, and shoulder to officers of inferior rank. [*id.*, § 27.]

**Q.** What compliments are to be paid to officers by sentries mounted over a general officer's quarters?

**A.** They are to present to general officers only, stand with shouldered arms to others. [*id.*, § 28.]

**Q.** What is the rule as to compliments to officers of other services by guards and sentries?

**A.** Officers of the navy, marines, militia, and volunteers receive the same compliments as officers of the army. Sentries only pay compliments to officers of the army departments, according to their relative rank. [*id.*, § 29.]

### *Military Funerals.*

**Q.** What is the rule as to attendance of officers and men in addition to the firing parties at funerals?

**A.** The funeral of an officer will be attended by the officers; that of a serjeant by the serjeants; and that of a corporal by the corporals of the regiment. The funeral of a N.-C. officer or soldier is to be attended by his company, including the officers. [*Q. Reg.*, 3, § 35.]

## **COMMISSIONS AND PROMOTION OF OFFICERS.**

### *Promotion, Exchange, and Retirement.*

**Q.** How will any breach of an officer's declaration on promotion, exchange, or retirement be regarded?

**A.** As a violation of personal honour, as well as an illegal act. [*Q. Reg.*, 4, § 2.]

**Q.** Describe how an officer's declaration on promotion, exchange, or retirement is to be made.

A. It must be in the officer's handwriting, in the form prescribed, and must be read over and signed in the presence of the C. officer and another (either an officer of standing or a civilian householder), who will both sign as witnesses. [*Q. Reg.*, 4, § 4.]

Q. How are the declarations of officers on leave or away from their regiments to be made?

A. They must be made before a general or field officer in command or on the general staff, or before a justice of the peace; but in the latter case the declaration must be accompanied by a medical certificate of the officer's inability to travel to a military station. Abroad, in the absence of any British military authority, the declaration may be made before a British consul or magistrate. [*id.*, § 5.]

Q. What is the proper **channel of communication** for officers in forwarding letters, &c., on the subject of promotion and appointment?

A. Through the officer commanding the regiment and the general under whom it is serving to the military secretary. [*id.*, § 6.]

Q. Are notifications of promotion in the **London Gazette** to be considered official?

A. Yes. [*id.*]

Q. Within what time should an officer **join on appointment**?

A. Two months, unless otherwise directed by the A.-general. [*id.*, § 8.]

Q. Within what period should officers, from half pay or exchanging, join (or embark)?

A. From half pay, within two months; on exchange, within one month. [*id.*, § 9.]

Q. When officers on appointment, &c., fail to join within the prescribed period, what course is to be followed?

A. The officer is to be reported in the returns as "absent without leave" from date of appointment; and, if continuing absent for a month beyond the prescribed period, is to be specially reported to the A.-general. [*id.*, § 10.]

Q. How and to whom are officers to report themselves on joining regiments, depots, garrisons, or stations?

A. Personally to the C. officer. [*id.*, § 11.]

Q. By what must officers' applications for **exchange to other regiments** or transfer be accompanied?

A. By the declaration and C. officer's certificate as to the cause of exchange, and medical certificate of fitness to serve. [*id.*, §§ 12, 13.]

Q. Are applications for exchange of battalions to be forwarded in the same manner, and accompanied by the same documents, as applications for exchange of regiments?

A. Yes; except that they go to the A.-general instead of the

military secretary. They must be recommended by both C. officers. [Q. Reg., 4, § 14.]

Q. Will officers, when ordered abroad, be permitted to exchange?

A. Only for ill health. [id., § 15.]

Q. When officers on leave wish to exchange, within what period from the expiration of the leave must their application be made?

A. One month. [id., § 16.]

Q. Should an officer on promotion to another battalion of the same regiment proceed at once to join it?

A. No; he is to continue to do duty until he receives an intimation from the A.-general. [id., § 17.]

Q. Have officers any choice as to the battalion they are to serve in?

A. No. [id.]

Q. Should an officer be taken prisoner of war, what investigation will be made into the circumstance?

A. A court of inquiry will investigate the matter, and record its opinion whether the capture is to be attributed to the chance of war or to unofficerlike conduct. The proceedings will be forwarded by the general in command to the military secretary. [id., § 18.]

Q. What is to accompany **applications to retire** from the service in the case of saleable commissions?

A. The medical certificate; retiring officer's declaration; in the case of unpurchased commissions, statement of foreign service; C. officer's certificate that all regimental claims have been paid or made payable out of the value of the commission. [id., § 20.]

Q. When an adjutant vacates his appointment, what officers only are qualified to succeed him?

A. Such as have a 1st class musketry certificate; abroad, an officer may be appointed subject to confirmation, and to his afterwards obtaining the certificate. [id., § 21.]

Q. Are officers who resign their commissions at liberty to quit their regiments?

A. Not until they receive permission, or until their names appear in the *Gazette*. [id., § 22.]

### *Examinations for Promotion.\**

Q. What **N.-C. officers** only are eligible, if qualified to be promoted to commissions?

A. Such as have a 1st class certificate of education, including geography and English history, and have been selected by the C.-in-Chief. [Q. Reg., 4, § 25.]

\* Extracts from the Queen's Regulations, defining the subjects of examination, &c., will be found at the beginning of each part of this work.

*Q.* When **sub-lieutenants** show unfitness, or fail to pass within two years, or in India within three years, in the college course, what must ensue?

*A.* Removal from the service, except where illness or unavoidable want of opportunity to go through the college course during the first two years, or in India three years, has been the cause.

[*Q. Reg.*, 4, § 32 ; *G. O.*, 46, 1874.

*Q.* Within what period and under what penalty must **lieutenants** pass the examination for the rank of captain?

*A.* Five years from date of commission as lieutenant, under penalty of removal from the service. Applications for time, in cases of illness, &c., will be considered. [*Q. Reg.*, 4, § 34.

*Q.* State some of the rules as to **riding classes** for infantry officers.

*A.* General officers will form voluntary classes of 6 weeks or 2 months in winter. Officers cannot cease attending without the general's permission. A certificate will be given by the riding master, countersigned by the C. officer of the cavalry regiment and the general officer. The fees will be 2 guineas to the riding master, and 2s. 6d. a week to the dragoon looking after the troop horse. [*id.*, § 41.

*Q.* What is the rule as to **provisional promotion** of officers at foreign stations?

*A.* Officers may be promoted previous to passing the examination, but their promotion will be cancelled if they fail to pass. [*id.*, § 42.

*Q.* What is the composition of **Board of Examination**\* in the case of N.-C. officers and lieutenants?

*A.* Three members, of whom one is, if possible, a field officer. If it can be avoided, no officer of the candidate's regiment is to serve on the board. [*id.*, § 51.

## **GENERAL AND STAFF OFFICERS.**

### *General Officers Commanding.*

*Q.* What is the duty of general officers in command as to the **maintenance of discipline**?

*A.* The system laid down in the Queen's Regulations is to be the object of their constant superintendence. [*Q. Reg.*, 5, § 1.

*Q.* Detail some of the general **duties under all circumstances** of general officers in command.

*A.* To ascertain the competency of staff officers; prepare them-

\* Extracts from the Queen's Regulations bearing on the proceedings and reports of examination boards will be found at the beginning of this work.

selves to inform the C.-in-Chief as to the efficiency of corps; inspect corps on arrival, and report, if necessary, on their state; require uniformity in the system pursued by C. officers in granting indulgences, awarding punishment, and in the prevention of drunkenness; discourage unnecessary correspondence; and take measures to prevent public property being used for other than the public service.

[*Q. Reg.*, 5, §§ 3, 4, 5, 6, 7, 8.]

*Q.* Name some duties of general officers which bear on the relations of the troops with the **civil authorities and inhabitants**.

*A.* They should keep up an intercourse with the magistrates, to facilitate the co-operation of the military and civil power; prohibit officers and soldiers from encroaching on manors, or trespassing; and they may permit soldiers to be employed in collecting the harvest, if the employment of the population is not thereby interfered with. Where labour disputes exist, applications for the assistance of soldiers are to be forwarded to the A.-general.

[*id.*, 8, §§ 9, 10, 11.]

*Q.* To whom are cases of riot amongst soldiers, or between soldiers and civilians, as well as the result of subsequent inquiry into the same, to be reported?

*A.* To the A.-general. [*id.*, § 12.]

*Q.* Name some **miscellaneous regulations** for the guidance of general officers on the following subjects—viz., great gun exercise, field work, encamping.

*A.* Troops are to be instructed in gun exercise and in field works when practicable. Troops are not to be placed under canvas at home between 1st October and 30th April, without the sanction of the C.-in-Chief.

[*id.*, §§ 13, 14.]

### *Inspections and Confidential Reports.*

*Q.* What are the general **objects of inspections** of corps by general officers, and at what periods are they to be made?

*A.* The objects are to ascertain, for the C.-in-Chief's information, the state of every corps in regard to its field exercise, interior economy, and good order, and the merit and capacity of the officers. The inspection is to take place annually, at home, during July, or as soon after as possible; abroad, at the most convenient season.

[*Q. Reg.*, 5, §§ 18, 19.]

*Q.* What effect will be given to the annual reports on the qualifications of officers?

*A.* The C.-in-Chief will be guided by them in selection for promotion and staff appointment.

[*id.*, § 21.]

*Q.* What do the regulations require of C. officers in compiling a report upon their officers?

A. That they should devote great care to the correct and impartial compilation of the document. [Q. Reg., 5, § 21.]

Q. In what cases are sub-reports to be called for to enable C. officers to compile their own reports upon officers?

A. When a part of the battalion is detached under a field officer for over 6 months, the field officer is to report on the officers with the detachment. Garrison instructors will also be required to give information on officers' acquirements. [id., § 22.]

Q. What responsibility and duties in reference to reports on officers belong to the inspecting general?

A. He is to examine all statements of fact, and ascertain the justice of conclusions. He will state his own opinion in each case. [id., §§ 22, 23.]

Q. Are reports upon officers held to be confidential?

A. They are not to be made public; but adverse reports are to be notified to the officers concerned. [id., §§ 23, 24.]

Q. What course is followed when an officer is disadvantageously reported on?

A. The officer is informed by the military secretary of the particulars. If the result disqualifies the officer for promotion, he is so informed. If the disqualification may be removed by amendment, the officer is cautioned; and on his being more favourably reported on, his claims may be reconsidered. [id.]

Q. What general instructions are given as to the **preparation of confidential reports**?

A. The general officers are to give their answers fully, fearlessly, and conscientiously, either in praise or censure. Reports on officers must be in such detail as will enable the C.-in-Chief to benefit the meritorious, or to note the undeserving. [id., § 26.]

Q. What method of **testing captains and subalterns in drill** is to be followed by inspecting generals?

A. Captains and subalterns are to be selected without warning, the former to put the regiment, and the latter a company, through the exercise, &c. [id., § 27.]

Q. What is the rule as to **attendance at an inspection parade**?

A. Every officer, N.-C. officer, and soldier of the corps under inspection, whose absence is not indispensable, should attend.

[id., §§ 28, 29.]

Q. Name some of the matters to which an inspecting general is **specially to direct his attention**.

A. Officers' mess; band; officers' dress and appointments; soldiers' clothing; growth of hair, &c.; officers' and serjeants' books; regimental copies of general orders and circulars; regimental, company, and paymaster's books; punishment awards,

as shown by the defaulter books; complaints or unsettled claims; messing, cooking, and disposal of refuse fund.

[*Q. Reg.*, 5, §§ 30, 31, 32, 33, 34, 35, 36, 37.]

*Q.* State some rules as to bringing complaints and claims before inspecting generals.

*A.* An inspection is not the period at which claims are in ordinary cases to be adjusted; but if an officer or soldier desires to bring any grievance to the notice of the inspecting general, an opportunity should be given him of doing so. Soldiers' claims should be fully and distinctly stated, with full explanations annexed.

[*id.*, § 36.]

### *Staff Officers.*

*Q.* Under what rules is the **selection of officers** for staff appointments to be made?

*A.* The officers must be able to ride well, and, except in special cases, have served four years. General officers are responsible that the officers are qualified. No battalion is to be required to furnish more than two captains and two subalterns for staff employment.

[*Q. Reg.*, 5, §§ 53, 54, 55, 65.]

*Q.* Are officers who have not qualified at the Staff College eligible for the personal staff of a general officer?

*A.* Yes; but they must have passed the examination for a company, and be further examined under the director of military education.

[*id.*, § 60.]

*Q.* How are verbal orders to be delivered by staff officers, and obeyed by the persons receiving them?

*A.* They are to be delivered in the plainest terms, and are to be obeyed as if delivered by the general officer.

[*id.*, § 64.]

## **DISCIPLINE.**

### *General Instructions.*

*Q.* What do the Regulations impress on C. officers with reference to the **prevention of crime**?

*A.* That it is the absence, and not the screened existence, of crime which is the criterion of discipline.

[*Q. Reg.*, 6, § 1.]

*Q.* What is laid down in the Regulations as to the treatment of first offences of soldiers if not of an aggravated character?

*A.* Punishment is not to be resorted to until milder treatment has failed.

[*id.*

*Q.* What do the Regulations prescribe as to the general **treatment of N.-C. officers and soldiers**?

*A.* Officers are to adopt a system of command which shall ensure

**Q.** Has a soldier any right of **option or appeal against summary punishment**?

**A.** Only in the instances affecting pay, sanctioned by the Articles of War. [Q. Reg., 6, § 25.]

**Q.** May a C. officer, after awarding summary punishment, vindicate the justice of his award by resorting to a C.-martial?

**A.** Yes. [id.]

**Q.** What limit is fixed to **confinement before disposal** in the case of charges against soldiers?

**A.** Soldiers are not to be in confinement beyond 48 hours—excluding Sundays—without having their cases inquired into, and either summarily disposed of, or reported. [id., § 27.]

**Q.** What is the rule as to confining soldiers for minor offences, such as absence from roll call, overstaying a pass, or *slight irregularities* in quarters?

**A.** They are not to be lodged in the guard room, but should not be allowed to quit barracks before their cases are disposed of. They will attend parades, but not be detailed for duty. Men returning sober after tattoo may be allowed to go to their rooms, but their names and the exact hour of their return are to be noted in the guard or orderly officer's report. [id., § 28.]

**Q.** If a soldier *refuses to obey an order*, or resists the authority of a N.-C. officer, how is he to be dealt with?

**A.** He is to be confined without altercation, and reported to the officer commanding his company, or adjutant. [id., § 29.]

**Q.** When a N.-C. officer confines a soldier, should he conduct him to the guard room himself?

**A.** No; he should obtain the assistance of privates, and, as far as possible, avoid personal contact with the offender. [id.]

**Q.** How are soldiers in a *state of drunkenness* to be confined if possible?

**A.** Alone in the prisoners' room or cells—not in the guard room. They are to be visited every two hours by a N.-C. officer of the guard and an escort. In case of serious illness a medical officer is to be sent for. [id., § 30.]

**Q.** May soldiers suspected of being drunk be put through any drill or test of their condition?

**A.** No. [id.]

**Q.** When a **prisoner** has been deprived of his arms what must be obtained before they can be restored to him?

**A.** Permission of his captain or superior officer. [id., § 3.]

**Q.** Should a N.-C. officer or soldier who has been placed in arrest or confinement be permitted to perform any duty until his case is disposed of?



A. No; but he must carry his arms and accoutrements in marching. [Q. *Reg.*, 6, § 32.]

Q. If a N.-C. officer or soldier, after being placed in arrest or confinement, is, by error, permitted to perform any duty, is he thereby absolved from punishment?

A. No. [id.]

Q. Are defaulters to undergo any of their punishment which may have lapsed by their being in hospital or on duty?

A. No. [id., § 33.]

Q. What do the Regulations contain as to gambling?

A. It is strictly forbidden in garrison, camp, or cantonments.

[id., § 34.]

Q. Name the terms which are uniformly to be used in recording the characters of soldiers.

A. Very good—good—fair—indifferent—bad—and very bad.

[id., § 36.]

Q. On what should officers ground their opinion in estimating a soldier's character?

A. Primarily on the records; but his deportment, cleanliness, and manner of performing duty should be considered in his favour. [id.]

Q. Name some of the rules as to the dress, appearance, and demeanour of soldiers when out of barracks.

A. Soldiers are not to leave barracks unless properly dressed, and are not to smoke in the streets. [id., § 37.]

Q. State the directions as to the growth of hair.

A. The hair is to be neatly cut, and kept short. Moustaches are to be worn, and the chin and under lip to be shaved (except by pioneers). Whiskers, when worn, are to be of moderate length. On active service, beards may be worn at the discretion of the general commanding. [id., § 38.]

Q. What are the regulations as to wearing side arms and belts when off duty?

A. Side arms may be worn by serjeants only. Soldiers who have made an improper use of their belts in disturbances, and who are of disorderly character, are to be deprived of the privilege of wearing them. [id., § 39.]

Q. What should be impressed upon the men with regard to their demeanour towards persons unconnected with the army?

A. The propriety of civility and courtesy towards all classes, and of deference to civil authorities. [id., § 41.]

Q. What are the rules as to granting passes?

A. C. officers may grant them to a limited number of well-conducted soldiers, but this power may not be delegated to the captains. [id., § 42.]

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**Q.** Should a N.-C. officer or soldier who has been placed in arrest or confinement be permitted to perform any duty until his case is disposed of?

A. No ; but he must carry his arms and accoutrements in marching. [Q. *Reg.*, 6, § 32.]

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A. C. officers may grant them to a limited number of well-conducted soldiers, but this power may not be delegated to the captains. [id., § 40.]

**Q.** What is the rule as to the form of document given to soldiers who are granted passes?

**A.** The document must be in manuscript, signed by the C. officer, and stamped with the office stamp of the regiment.

[*G. O.*, 36, 1875.]

**Q.** What are the regulations as to military discussions, &c. having the object of conveying **praise or censure of superiors** or others?

**A.** They are prohibited.

[*Q. Reg.*, 6, § 42.]

**Q.** What is the nature of the Regulations on the subject of presents and testimonials to officers and others?

**A.** Every officer will be held responsible who allows himself to be complimented by any collective expression of the opinion of those who serve or have served under his command. The practice of presenting testimonials to N.-C. officers on quitting their corps should be discouraged.

[*id.*, § 43.]

**Q.** How far are officers and soldiers permitted to take part in **political or party meetings**?

**A.** They are forbidden to take any part whatever.

[*id.*, § 44.]

**Q.** What is contained in the Regulations as to **publishing information** or making anonymous complaints through the press?

**A.** Officers and soldiers will be held responsible for reports prejudicial to the interests of the service, which they may make without permission, and for information which may find its way through their means into unauthorized hands. Anonymous complaints or publications through the press calculated to excite discontent in the army are forbidden.

[*id.*, §§ 45, 46.]

**Q.** May officers and soldiers give publicity to their opinions on matters which may be at the time undergoing official investigation by the military authorities?

**A.** No.

[*id.*]

### *Courts-Martial.\**

**Q.** Where are the **duties of members** of courts-martial laid down?

**A.** In the Mutiny Act and Articles of War, and the regulations founded thereon.

[*Q. Reg.*, 6, § 47.]

**Q.** How are young officers to become acquainted with the practice of the military courts?

**A.** By attending every C.-martial at the station for 6 months after joining.

[*id.*, § 48.]

**Q.** By whom and in what manner should **charges be investigated** to ascertain if the evidence is sufficient for trial?

\* For questions and answers on C

see farther on.

A. No; but he must carry his arms and accoutrements in marching. [Q. Reg., 6, § 32.]

Q. If a N.-C. officer or soldier, after being placed in arrest or confinement, is, by error, permitted to perform any duty, is he thereby absolved from punishment?

A. No. [id.]

Q. Are defaulters to undergo any of their punishment which may have lapsed by their being in hospital or on duty?

A. No. [id., § 33.]

Q. What do the Regulations contain as to gambling?

A. It is strictly forbidden in garrison, camp, or cantonments.

[id., § 34.]

Q. Name the terms which are uniformly to be used in recording the characters of soldiers.

A. Very good—good—fair—indifferent—bad—and very bad.

[id., § 36.]

Q. On what should officers ground their opinion in estimating a soldier's character?

A. Primarily on the records; but his deportment, cleanliness, and manner of performing duty should be considered in his favour. [id.]

Q. Name some of the rules as to the dress, appearance, and demeanour of soldiers when out of barracks.

A. Soldiers are not to leave barracks unless properly dressed, and are not to smoke in the streets. [id., § 37.]

Q. State the directions as to the growth of hair.

A. The hair is to be neatly cut, and kept short. Moustaches are to be worn, and the chin and under lip to be shaved (except by pioneers). Whiskers, when worn, are to be of moderate length. On active service, beards may be worn at the discretion of the general commanding. [id., § 38.]

Q. What are the regulations as to wearing side arms and belts when off duty?

A. Side arms may be worn by serjeants only. Soldiers who have made an improper use of their belts in disturbances, and who are of disorderly character, are to be deprived of the privilege of wearing them. [id., § 39.]

Q. What should be impressed upon the men with regard to their demeanour towards persons unconnected with the army?

A. The propriety of civility and courtesy towards all classes, and of deference to civil authorities. [id., § 41.]

Q. What are the rules as to granting passes?

A. C. officers may grant them to a limited number of well-conducted soldiers, but this power may not be delegated to the captains. [id., § 40.]

Q. What is the rule as to the form of document given to soldiers who are granted passes?

A. The document must be in manuscript, signed by the C. officer, and stamped with the office stamp of the regiment.

[G. O., 36, 1875.]

Q. What are the regulations as to military discussions, &c., having the object of conveying **praise or censure of superiors** or others?

A. They are prohibited.

[Q. Reg., 6, § 42.]

Q. What is the nature of the Regulations on the subject of presents and testimonials to officers and others?

A. Every officer will be held responsible who allows himself to be complimented by any collective expression of the opinion of those who serve or have served under his command. The practice of presenting testimonials to N.-C. officers on quitting their corps, should be discouraged.

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Q. By whom and in what manner should **charges be investigated** to ascertain if the evidence is sufficient to justify trial?

\* For questions and answers on C.-martial procedure see farther on.

A. They should be investigated by superior authority ; but the officer should refrain from expressing any opinion as to guilt or innocence. [Q. Reg., 6, § 49.]

Q. In what cases only should a *general C.-martial* be resorted to in the case of N.-C. officers and soldiers ?

A. Aggravated cases, in which penal servitude or death can be awarded. [id., § 50.]

Q. Should *theft from a comrade* be dealt with by C.-martial or the civil power ?

A. As a rule, by C.-martial. [id., § 51.]

Q. May officers or men, with *accusations pending* against them, be sent home from foreign stations ?

A. Not except in cases of unavoidable necessity. Charges preferred should be investigated on the spot. [id., § 52.]

Q. Is an officer justified in unnecessarily delaying to bring forward charges ?

A. No. [id.]

Q. Has an officer in arrest a right to demand a C.-martial ?

A. No. [id., § 53.]

Q. May an officer persist in considering himself under arrest, or *refuse to return to duty*, after being released by proper authority ?

A. No. [id.]

Q. What remedy is open to an officer *wrongfully put in arrest* ?

A. Complaint as directed in the Articles of War. [id.]

Q. What is meant by *close arrest* ?

A. The officer may not leave his quarters or tent. [id.]

Q. What degree of restraint is implied by *arrest at large* ?

A. The officer may be permitted to take exercise, but not beyond barracks or quarter-guard, and then only at stated periods. He cannot dine at a mess, or appear at a place of amusement or public resort ; and he must not quit his room or tent except in uniform, without sash or sword. [id.]

Q. When an officer is placed in arrest, to whom is the case to be reported ?

A. The general officer commanding. [id.]

Q. What are the regulations as to the **rank of the president and members** of C.-martial ?

A. The *president* of a general C.-martial should be a general or colonel (if available). The *members* on trials of officers should be of equal if not superior rank to the prisoner ; and in no case but one of necessity is a colonel to sit on the trial of a general, or a captain on that of a field officer, or a subaltern on that of a captain. On the trial of *subalterns* two officers of that rank are a sufficient proportion. On the trial of a *C. officer* as many members as possi-

ble should have held or hold command equivalent to that held by the prisoner. [Q. Reg., 6, §§ 54, 55, 56.]

Q. How should all **official books and orders** for the guidance of C.-martial be made available for reference?

A. They should be laid before every court. [id., § 57.]

Q. What is the rule as to **giving a copy of the charge to the prisoner** with list of witnesses for the prosecution?

A. The prisoner's C. officer is responsible that he is furnished therewith, if possible, at least 24 hours before the court is to assemble, by the adjutant or an officer. If the prisoner cannot read, the officer is to read and explain the charge.

[id., § 58.]

Q. How is the **attendance of military witnesses** from distant stations procured?

A. By application to the A.-general. [id., § 60.]

Q. What **medical certificate** should be laid before a C.-martial and attached to the proceedings?

A. A certificate in the handwriting of the medical officer, showing the state of health of the prisoner on the day of trial, and his fitness or otherwise to undergo corporal punishment (on service in the field only) or imprisonment with or without hard labour, and in the case of a deserter his fitness (or otherwise) for the service.

[id., § 61.]

Q. Under what circumstances should the medical certificate be renewed during the sitting of the court?

A. When any change occurs in the prisoner's health. [id.]

Q. When a punishment has been wholly **remitted**, is any penalty consequent on conviction, such as forfeiture of service, G.-C. pay, &c., to be remitted also?

A. No. [id., § 62.]

Q. When the proceedings of a C.-martial are **quashed**, what is to be done with all record of the same?

A. It is to be erased, the soldier being relieved from all consequences of his trial. [id.]

Q. Under what circumstances may a soldier be recommended for **restoration of service forfeited** towards G.-C. pay and pension?

A. When he establishes his claim thereto by uninterrupted good conduct (as shown by his having no entries in the regimental defaulter book) for 5 years for a first conviction entailing loss of service, for 7 years for a second, and for 10 years if the offence was attended with aggravating circumstances.

[id., § 64.]

Q. What advantage as regards restoration of forfeited service is given to *soldiers who perform good, faithful, or gallant service*, or some specific act of valour in the field?

A. Restoration may be recommended within half the periods



otherwise necessary, provided the good service in the field be combined with unremitting good conduct. [Q. *Reg.*, 6, § 64.]

Q. What *applications* should be made for restoration of forfeited service?

A. Application to the A.-general officer on 1st January and 1st July. The case of a soldier awaiting discharge may be specially submitted directly he becomes eligible. [*id.*, § 66.]

### *Courts of Inquiry and Boards.*

Q. For what purpose may a court of inquiry be **assembled by any officer in command**?

A. To assist him in arriving at a correct conclusion on any subject. [Q. *Reg.*, 6, § 67.]

Q. Are the **functions** of a court of inquiry in any respect those of a judicial body?

A. No. [*id.*, § 68.]

Q. What *instructions* should be given to a court of inquiry?

A. Specific instructions for its guidance. It may be required to collect and record information only, or it may be required to give an opinion upon any question, or as to the origin or cause of facts. [*id.*]

Q. Has a court of inquiry power to *administer an oath*?

A. Only when convened to record the illegal absence of soldiers. [*id.*, § 67.]

Q. Can a court of inquiry *compel the attendance of non-military witnesses*?

A. No. [*id.*]

Q. How should the record of **proceedings** of courts of inquiry and boards be made out, signed, and forwarded?

A. They should be made out on the prescribed W. O. form, as far as possible like C.-martial, signed by each member, and forwarded to the convening authority by the president.

[*id.*, §§ 68, 71.]

Q. What are the rules as to the **composition** of courts of inquiry and boards?

A. It may be of any number of officers, at the discretion of the convening officer. Three members, the senior acting as president, is generally sufficient. Medical officers are eligible for medical boards only. [*id.*, §§ 69, 70.]

Q. When a **medical opinion is required** by a military board, what course is to be followed?

A. The medical officer detailed to attend the board may be referred to. He will furnish a report in writing, or give evidence in person if considered necessary.

*Deserters.*

**Q.** To whom are **descriptive reports** of a deserter to be sent?

**A.** To the police gazette; duplicates being also sent to the police of each man's parish as well as to the police of the locality in which the desertion takes place, and of the place to which it is supposed the deserter has gone.

[*Q. Reg.*, 6, § 72; *G. O.*, 35, 1875.]

**Q.** How soon should descriptive reports of deserters be sent off?

**A.** Within 24 hours, if there are good grounds for suspecting desertion; but in all cases within 5 days. [*Q. Reg.*, 6, § 72.]

**Q.** When a deserter confesses or is **discovered while serving** at home, what course should the C. officer pursue?

**A.** He should make inquiry to establish the fact of the desertion, and transmit a return to the A.-general in a covering letter, detaining the deserter in the guard room. [*id.*, § 73.]

**Q.** When a deserter is discovered while serving in another regiment abroad, what course is to be pursued?

**A.** If there is evidence to convict, he is to be tried, and after the expiration of his sentence, to do duty until the pleasure of the C.-in-Chief as to his disposal shall be ascertained. [*id.*]

**Q.** What course should be followed as to the **disposal of deserters not serving** as soldiers?

**A.** They should be proceeded against under the Mutiny Act. When, however, a deserter surrenders to his regiment, the C. officer will report the surrender to the A.-general, and proceed against the deserter. [*id.*, § 74.]

**Q.** When a soldier is given up to another corps as a deserter therefrom, how are his **kit and accounts** to be dealt with?

**A.** Articles he can use are to be sent with him; the remainder are to be sold and the proceeds remitted to his captain to be credited to the man. Accounts are settled as in transfers. [*id.*, § 75.]

**Q.** Whether is a soldier's debt to the public for a bounty fraudulently obtained, or his debt to the company for replacing a kit made away with on desertion, to be liquidated first?

**A.** The debt for necessaries. [*id.*]

**Q.** Of how many men are **escorts** of deserters to consist?

**A.** As a rule, for one deserter, of one corporal and one private; for two or more, the number of privates to form the escort should not exceed half the number of prisoners. [*id.*, § 76.]

**Q.** What is the rule as to a deserter escort including witnesses?

**A.** Escorts sent to receive reputed deserters from the civil power, or to take charge of deserters given up by one corps to another,

should include witnesses who can identify the men in the former case, or prove the fraudulent re-enlistment in the latter.

[*Q. Reg.*, 6, § 77.

*Q.* What is the rule as to safe custody of deserters by the escort?

*A.* The escort is answerable for it. The deserters are to be handcuffed. [*id.*, § 78.

*Q.* For what purpose should N.-C. officers sent to receive soldiers from military custody be provided with money?

*A.* To refund the cost of their subsistence while in barracks or guard room. [*G. O.*, 24, 1874.

### *Disposal of Prisoners.*

*Q.* At what hour should offenders committed to civil jails arrive at the prison?

*A.* Not later than 10 P.M. [*Q. Reg.*, § 81.

*Q.* If a prisoner committed to a civil jail arrives too late for admission, how should he be disposed of for the night?

*A.* In custody of a military guard. [*id.*

*Q.* What is the proper hour for admission to military prisons?

*A.* Any hour before 6 P.M. [*id.*

*Q.* By what escorts are prisoners under sentence to be **conducted to prison**, and how are such prisoners to be dressed?

*A.* As a rule by warders, and dressed in prison clothing. Military escorts are only to be applied for when the duties are more than the warders can perform, and in such cases the prisoners will wear uniform. [*id.*, § 82.

*Q.* What rules are to be followed as to the *clothing* of prisoners proceeding to or from prison?

*A.* Escorts, after conducting prisoners to a civil jail for discharge on release, will take back with them the tunics, caps, and trousers, and plain clothes will be furnished to the men by the jailer on release. Clothing of prisoners will be kept at their regiments, and the N.-C. officers who go to conduct the men from Millbank on release will take clothing with them, for use on the journey. [*id.*, § 83.

*Q.* In **calculating sentences of imprisonment**, should the day on which the proceedings are signed and day of release be included?

*A.* Yes. [*id.*, § 88.

*Q.* Under what restraint is a soldier to remain throughout the **day of release** from prison or cells?

*A.* Confined to barracks, being exempt from duty. [*id.*, § 89.

*Q.* When a case occurs of a man being placed on duty on day of release from imprisonment, what course is to be followed?

*A.* The case is to be reported to superior authority. [*id.*

*Provost Prisons.*

Q. For what sentences are **military prisons** applicable?

A. Imprisonment for more than 42 days; or, under special directions, for shorter periods. [Q. Reg., 6, § 90.]

Q. For what sentences are **provost prisons** to be used?

A. Imprisonment by a C.-officer, or not exceeding 42 days by a C.-martial. [id., § 91.]

Q. What is the special use of the "**prisoner's room**" and the "guard room cells"? By whom are the keys kept?

A. They are for the temporary detention of prisoners before trial, the cells being for such as are to be kept alone. The keys are to be in charge of the commander of the guard. [id., footnote.]

Q. What period of the day is fixed for **committal to provost prisons** and release therefrom?

A. After dinner and before dark? [id., § 94.]

Q. What is done with the *arms, ammunition, equipment, clothing, &c.*, of soldiers committed to cells?

A. Arms and ammunition are taken from them; but they carry with them accoutrements, knapsacks, greatcoats, and necessities, with such clothing as may be necessary. [id.]

Q. What is done with *money or any superfluous article* in possession of soldiers before they are sent to prison?

A. It is taken from them, and restored on return. [id.]

Q. What *medical examination* is made before a prisoner's admission to provost prisons?

A. A medical officer will certify his state of health, and report on any disability. [id., § 95.]

Q. By whom should **cells be visited** daily?

A. By orderly and medical officers. [id., § 97.]

Q. Describe the duty and responsibility of the **provost serjeant**.

A. He takes charge of the cells, and is responsible for the custody of prisoners, and for carrying out sentences. [id., § 99.]

Q. What *police duties* are within the province of the provost serjeant?

A. To visit the canteens; prevent drunkenness and riot; repress irregularity; and clear the barracks of disorderly characters. [id., § 100.]

Q. What assistance is to be given to the provost serjeant in making his *rounds*?

A. Such as the C. officer may think necessary. [id.]

Q. What are the provost serjeant's obligations as to **receiving and releasing prisoners**?

A. He is to act in these matters on requisitions of C. officers,

who must ascertain that there is room before committing prisoners. [Q. Reg., 6, § 101.]

Q. How are prisoners on release from the cells to be taken back to their corps?

A. C. officers will send for them; but if they fail to do so, the provost serjeant will send the men in charge of an assistant to their corps. [id., § 102.]

Q. How is **subsistence of prisoners** in cells provided?

A. The rate of 6d. each day for every man in confinement is handed over in advance by the captain to the provost serjeant, who will account for the same when the prisoners are released. [id., § 103.]

Q. When soldiers of corps at a distance are in the cells of a barrack occupied by a regiment, how are they subsisted?

A. By the regiment in the barrack. [id., § 104.]

Q. When regiments change stations, what is the rule as to **removal of prisoners** in the cells?

A. If there is room in the provost prison at the new station, the prisoners are to move with the corps. If not, a report to the Q.-M. general is to be made. [id., § 105.]

## INTERIOR ECONOMY OF CORPS.

### Officers.

Q. State generally the duties of a **commanding officer**.

A. He is responsible for discipline, order, and a proper system; to exact obedience to regulations; to enforce discharge of duty; to promote a good understanding amongst officers, and economy at their mess; to discountenance gambling, practical joking, and dangerous money transactions; to examine officers and report on their qualifications; and instruct and improve the men.

[Q. Reg., 7, § 1, et. seq.]

Q. To what extent is the C. officer's *authority to be recognized* by all under his command?

A. As paramount; whether on parade, at mess, or in any other situation. Young and inexperienced officers should look to the C. officer for advice; and in all cases of dispute he should be made the arbiter, and his decision considered final. [id., § 2.]

Q. What should be done when an **officer is declared bankrupt**?

A. The case will be reported to the military secretary. If any dishonourable transaction or wilful extravagance appears, the officer will not be permitted to hold a commission. [id., § 7.]

Q. On what points should **officers be examined** by the C. officer and field officers frequently?

**Q.** In addition to ordinary drill, what must every officer go through before he can be dismissed?

**A.** A course of *rifle instruction*. [Q. Reg., 7, § 22.]

**Q.** With what **books** is every officer to furnish himself?

**A.** Queen's Regulations, Instructions for Encampments, Royal Warrant for Pay and Promotion, Field Exercise, Infantry Sword Exercise, Rifle Exercises, and Musketry Regulations. [id., § 23.]

**Q.** Name the works recommended as works of reference.

**A.** Handbook for Field Service, Artillerists' Manual, Simmons on Courts-martial, Clode's Military and Martial Law, and the Manual of Field Fortification, 1871. [id.]

**Q.** State shortly the rule restricting the employment of **quarter-masters** in duties connected with supplies.

**A.** Their responsibility is limited to the quantity (not the quality) of supplies, and to their distribution. [id., § 24.]

### *Officers' Mess and Bands.*

**Q.** How often should **officers' mess bills** be settled?

**A.** Monthly. [Q. Reg., 7, § 28.]

**Q.** What steps should be taken to protect tradesmen from risk in supplying articles to the officers' **messman** (if a civilian)?

**A.** The C. officer should have them cautioned that the officers are not responsible for his debts. [id., § 29.]

**Q.** May a serjeant be employed in the officers' mess?

**A.** Only as messman, caterer, or superintendent. [id., § 30.]

**Q.** What is the rule as to the employment of N.-C. officers about the mess?

**A.** They are not to be employed in any menial capacity. [id.]

**Q.** By whom and how are the amounts of the officers' **contributions and subscriptions to the mess fund** regulated?

**A.** They are fixed by the C. officer, but may not exceed, for the contribution, 30 days' pay, and for the subscription, 8 days' pay per annum. The contributions should be so regulated as to prevent undue accumulations. [id., §§ 32, 35.]

**Q.** How often and for what purpose are **mess meetings** held?

**A.** Quarterly, to audit accounts, regulate expenses, and authorize any special outlay. [id., § 42.]

**Q.** To whose approval are proceedings of mess meetings subject?

**A.** That of the C. officer. [id.]

**Q.** Who is responsible for order and **discipline at the officers' mess**?

**A.** The senior combatant officer. [id., § 44.]

**Q.** What is to be the **establishment of a regimental band**?

**A.** 1 bandmaster, 1 serjeant, 1 corporal, and 20 privates—all

drilled and effective soldiers, liable to serve in the ranks on any emergency. [Q. Reg., 7, § 50.]

Q. When should band accounts be laid before the officers?

A. At the periodical mess meetings. [id., § 53.]

### *Non-Commissioned Officers.*

Q. At whose discretion are **colour serjeants** liable in case of misconduct to revert to the rank and pay of serjeant?

A. That of their C. officers. [Q. Reg., 7, § 62.]

Q. What are the duties of colour serjeants?

A. They attend the colours in the field, in addition to their regimental and company duties. They are not to be detached from companies, or on recruiting service, and are invariably to be the pay serjeants. [id., § 64.]

Q. Who only may be appointed colour serjeants?

A. Serjeants of approved valour and fidelity, who have rendered themselves conspicuous by attention to duty. [id., § 65.]

Q. May a staff serjeant be employed as **pay serjeant**?

A. No. [id.]

Q. How is money to be issued to pay serjeants?

A. They are not to be subjected to risk by having large sums placed in their hands, as officers commanding companies receive an allowance to compensate for this risk. [id.]

Q. What are the rules as to the **resignation of N.-C. officers**?

A. They may, with their C. officer's consent, resign their rank, and revert to the position they previously held; but they may not do so in order to escape trial by C.-martial, without the sanction of the general officer commanding. [id., § 63.]

Q. What are the rules as to **serjeant's books**?

A. A copy of the "Field Exercise and Evolutions" is issued gratis to each, which is to be produced at inspections. When a serjeant is discharged or removed, he is to deliver it to the officer commanding his company. [id., § 67.]

Q. What do the Regulations enjoin as to the performance of **detached duties** by N.-C. officers?

A. They should study to ensure the military appearance and good conduct of their parties, attend to the condition of appointments, arms, quarters, &c., keep accurate accounts, settle all lawful demands for billets, and obtain receipts for the same. [id., § 68.]

Q. What is the rule as to appointing **acting N.-C. officers**?

A. When necessary, one corporal may be appointed acting (lance) serjeant, and three privates acting (lance) corporals in every company, who, if found efficient, are to be promoted *au vuant*

occur. The number is not to be exceeded except under the general officer's sanction. [Q. Reg., 7, § 69.]

Q. When N.-C. officers are **attached for duty to militia** or volunteers, do they continue on the strength?

A. Yes, as supernumeraries, until the completion of their service; but the promotion of their successors takes effect at once. [id., § 70.]

### *Serjeants' Messes.*

Q. What is the rule as to establishing a serjeant's mess?

A. It is always to be established if practicable. [Q. Reg., 7, § 84.]

Q. What N.-C. officers are to be **members** of the serjeants' mess?

A. Army schoolmasters (if unmarried); military bandmasters, staff and other serjeants, artificers ranking as serjeants (whether married or single). The single members must be dining members. Lance serjeants have the option of joining the mess. [id., § 85.]

Q. What **fees and subscriptions** are payable to the serjeants' mess?

A. Entrance fees, not exceeding 3 days' pay on appointment; and on promotion the difference of 3 days' pay. Monthly subscriptions, not exceeding 1s. 6d. for unmarried, and 9d. for married or detached members. [id.]

Q. What **daily rate of messing** should not be exceeded in the serjeants' mess?

A. One shilling. [id.]

Q. What is the earliest hour at which **spirits and beer** may be sold in the serjeants' mess?

A. The same as in the canteen at the station. [id.]

Q. Who is responsible for **good order** in the serjeants' mess?

A. The senior N.-C. officer. [id.]

### *Soldiers' Accounts, Messing, and Cooking.*

Q. In whose presence is the **issue of pay** to soldiers to take place?

A. That of an officer. [Q. Reg., 7, § 88.]

Q. What certificates are rendered as to the **monthly settlement** of soldiers' accounts?

A. The C. officer certifies on the monthly return to the A. general that the settlement has been made by the captains, and that the balances, if any, have been carried to the men's credit. Each captain renders a certificate to the C. officer to the same effect.

[id., §§ 89, 90.]

Q. What should every N.-C. officer and soldier be provided with, to show the monthly settlement of his accounts, the articles of clothing issued to him, and his school certificate, &c.?



A. A book called the "Pocket Ledger." [Q. *Reg.*, 7, § 91.

Q. Is a soldier liable to be punished if he loses or defaces his pocket ledger, and to replace it at his own expense?

A. Yes. [id.

Q. When a soldier is *discharged, deserts, or dies*, how is his pocket ledger disposed of?

A. On discharge he takes it with him; on desertion, the book, if left behind, will remain with the regiment; on the soldier's death (while serving), the book will, if desired, be forwarded to his relations or representatives. [id.

Q. What should be written on the *cover* of the pocket ledger?

A. Name, number, and regiment of the soldier. [id., § 92.

Q. What are the orders regarding the *care and inspection* of the soldier's pocket ledger?

A. It is always to be kept by the soldier, and to be produced at kit inspections. [id.

Q. Who are responsible that the accounts in the pocket ledgers are kept regularly, and by whom are they to be signed at the monthly settlement?

A. Captains are responsible. They will sign in the case of credits, but the soldiers will sign when there is a debt or no balance. [id.

Q. How are *accounts of soldiers* who cannot write verified?

A. By the signature of a witness, other than the pay serjeant, to the soldier's mark. [id.

Q. What *entries in the pocket ledger* should be signed by the officer commanding the company?

A. Service abroad, receipt of clothing, marriage, children, becoming non-effective, and next of kin. [id., § 93.

Q. What entries in the pocket ledger are to be in the handwriting of the officer, as well as signed by him?

A. Promotion, wounds, and distinguished conduct. [id.

Q. Should medals, distinctions, gratuities, annuities, or badges be entered in pocket ledgers under head, "Distinguished himself"?

A. Only medals and distinctions for war services. [id.

Q. How is the note of a soldier's religious denomination in the pocket ledger to be attested?

A. By his signature. [id.

Q. What entry regarding the *brothers of soldiers* should appear in the pocket ledger?

A. A note of their names, stating whether they are older or younger. [id., § 94.

Q. Does the entry of the soldier's *next of kin* in the pocket ledger relieve the soldier from the necessity of making a will?

A. No; such entry has no legal effect. [id.

Q. How often should "next of kin" be revised?

A. Annually after 1st January, a report to that effect being included in the monthly return of 1st February. [*Q. Reg.*, 7, § 94.]

Q. When a soldier desires to execute a *will*, what form should he adopt?

A. That given in the pocket ledger. [*id.*, § 95.]

Q. Of how many meals does a **soldier's messing** consist?

A. Three ; breakfast, dinner, and an evening meal. [*id.*, § 97.]

Q. What is the *C. officer's duty* as to soldier's messing?

A. To see that it is properly and sufficiently provided, without exceeding the regulated rates. [*id.*]

Q. What are the regulations as to the **inspection of meals and kitchens**?

A. The officers on duty are to visit the rooms during breakfast and dinner, to see that there is no cause for complaint, and are to inspect the kitchens daily. [*id.*, § 98.]

Q. What are the Regulations as to the disposal of **refuse from cooking**?

A. Arrangements are to be made by C. officers, the sum accruing being divided monthly among the companies, according to strength, and carried to the credit of the messing. A fatigue dress for the cooks, with the cost of washing the same, and vegetable nets, are chargeable to the fund. [*id.*, § 105.]

Q. In what manner and how often is an account of the refuse fund and its appropriation to be published?

A. Monthly, in orders. [*id.*]

### *Soldier Servants.*

Q. From what class of soldiers are **servants selected**?

A. From those who have done duty 18 months, and are acquainted with their duty, and of good character. [*Q. Reg.*, 7, § 109.]

Q. How is the military *efficiency* of servants to be maintained?

A. They are to be fully clothed, armed, and equipped ; and to go through the musketry course, and such drills as the C. officer may direct. [*id.*]

Q. To what *duty* are officers' servants liable?

A. To any guard or service on which the officer is employed ; to fall in at inspections, field days, &c. [*id.*]

Q. In what cases may officers **retain servants during absence** from the corps?

A. When employed as superintendent of gymnastics, in acting staff appointments, or on temporary duty ; and, with the general officer's sanction, when on leave not exceeding two months, or invalided to England from abroad. In the latter case the servant's arrival at home is to be reported to the A.-general. [*id.*, § 113.]

*Army Signalling.*

Q. Of what number should the **classes** in signalling consist?

A. Ten officers and men. [Q. Reg., 7, § 124.]

Q. What men only should be selected for **signallers**?

A. Quick intelligent men with good eyesight, able to read and write well and spell correctly. [id.]

Q. What number of signallers should be selected in each company?

A. One officer and two N.-C. officers or privates, with one supernumerary. [id., § 125.]

*Pioneers and Employment of Soldiers in Trades.*

Q. What is the **establishment of pioneers** in each battalion?

A. One serjeant and ten pioneers. [Q. Reg., 7, § 129.]

Q. Of what trades should pioneers be, if possible?

A. 1 serjeant (carpenter); 3 carpenters; 2 bricklayers (1 able to plaster and 1 to slate); 1 smith (able to shoe horses); 1 mason (able to cut stone); 1 painter and glazier; 2 plumbers and gas-fitters. [id.]

Q. Under what rules should the **selection of pioneers** be made?

A. They should be selected mainly for proficiency in trades, so as to be competent to repair barracks, to perform any work required by a regiment, and to instruct others. They should be of good character. [id., §§ 130, 131.]

Q. What are the rules for the selection of the **pioneer serjeant**?

A. Besides being a competent man otherwise, he should be able to write legibly and keep simple accounts. [id., § 132.]

Q. On what terms may the **pioneers be employed** by the engineer and control departments?

A. By contract or agreement made with the pioneer serjeant; by piece work; by day work; or by the hour. [id., § 133.]

Q. What discretion has the C. officer as to employing pioneers?

A. He may employ them in the quartermaster's store or on other duty, and should afford them facilities for working and instructing others. [id.]

Q. With what object is the **employment of soldiers in trades** to be encouraged?

A. To render regiments independent of external aid, and perform work for the military departments. [id., § 128.]

Q. How is the **classification of men by trades** to be made and recorded?

A. N.-C. officers, soldiers, and recruits are to be tested and classi-

fied by the engineer and control departments. Lists are to be kept in the orderly room, and each soldier's classification entered in his pocket ledger. [Q. Reg., 7, § 134.]

Q. What arrangements should C. officers make for the employment of soldier tradesmen in **departmental work** ?

A. They should arrange with the commanding engineer for the repairs and alteration to barracks, and with the controller for the repairs to furniture and utensils by the artificers of their regiments. [id., § 135.]

Q. May soldier tradesmen be employed in **private work** ?

A. Yes ; if approved by the C. officer. [id., § 136.]

Q. Describe the **works fund** and its object.

A. A fund not exceeding £30, to meet the cost of repairing or replacing tools, &c., formed by setting aside in the paymaster's hands the amount of a deduction, fixed by the C. officer, but not exceeding 5 per cent, from the money paid for all work.

[id., § 137.]

Q. How is money earned by contract apportioned ?

A. By the pioneer serjeant, under the superintendence of an officer who will be appointed by the C. officer for the purpose, and to act as referee in all matters connected with the workshops.

[id., § 138.]

Q. How is the **instruction of soldiers' children** in trades to be encouraged ?

A. By affording every facility, and as far as possible consulting the wishes of the parents.

[id., § 140.]

### *Married Soldiers.*

Q. What N.-C. officers and soldiers are eligible to have their names placed on the **married roll** ?

A. All serjeants and N.-C. officers and soldiers who have completed 7 years' service, and are in possession of at least one badge. The marriage must take place with the consent of the C. officer obtained beforehand. £5 in the savings bank will be considered a desirable qualification. [Q. Reg., 7, § 143.]

Q. May a C. officer consent to a soldier's marriage in anticipation of vacancies on the married roll ?

A. Yes ; but his consent will not carry with it any privileges until a vacancy occurs. [id.]

Q. How are vacancies in the married roll abroad to be filled up ?

A. The vacancies, the women creating them, and the women recommended to be sent out to fill them, are to be named in the returns sent by the C. officer abroad to the depot. [id., § 144.]

Q. To what soldiers only may permission be given to **sleep out quarters** permanently ?

A. Those who are married with leave, and, together with their wives, are of good character. [Q. Reg., 7, § 145.]

Q. What should be required of soldiers who are allowed to sleep out of barracks?

A. That they should be regular in their duties, orderly in their lodgings, exact in their dress, and that they never leave their lodgings after tattoo, except on duty or with leave. [id.]

Q. In what case may the C. officer allow a soldier married without leave to be **out of mess**?

A. When the soldier is of good character, and has children. [id., § 146.]

### Transfers.

Q. Whose **authority** must be obtained for transfers of soldiers?

A. That of the C.-in-Chief; but in Ireland and abroad, general officers may sanction transfers of younger to serve with elder brothers, if both are in the command. [Q. Reg., 7, § 147.]

Q. On what grounds are transfers usually authorized?

A. To enable brothers to serve together.

Q. In **applications** for transfers, what information is given?

A. A description (W. O. form), and a statement that there is reason to believe that a *bonâ fide* relationship exists between the men as shown in the pocket ledgers—that the conduct of both has been good, and that the C. officers of both concur in recommending the transfer. [id., § 149.]

Q. From what **date** should a transfer take place?

A. From the last day of the month, to which date inclusive the man will be settled with in his old corps. He will be taken on the strength of the new corps in the monthly return of the following day. [id., § 150.]

Q. What **documents** are to be sent with transferred soldiers?

A. (1.) Attestation (at home); copy of record (abroad). (2.) Register sheet. (3.) Regimental and company defaulter sheets. (4.) C.-martial sheets and civil convictions. (5.) Original No. I report. (6.) Ledger sheet. (7.) Savings bank transfer statement. (8.) List of necessities. (9.) Clothing return, &c. (10.) Medical history sheet. (11.) Musketry transfer return. (12.) Extracts from register of marriages and baptisms. (13.) Statement of unadjusted claims. [id., § 151.]

Q. When soldiers are transferred from one battalion of a brigade to another, what certificate is to accompany them?

A. A certificate that all entries required by Regulation have been made in the records up to and including the date of transfer. [id.; G. O., 22, 1875.]

*Q.* What certificate is to be entered in the *pocket ledger* of a transferred soldier?

*A.* A certificate by the C. officer, detailing previous service and cause of transfer. [*Q. Reg.*, 7, § 153.]

*Q.* What is the rule as to a soldier's debt on transfer?

*A.* The captain receiving him is not liable to pay more at first than 10s. ; but the remainder of the debt is to be recovered from the man and remitted as soon as possible. [*id.*, § 155.]

### *Soldier's Letters.*

*Q.* What should the **address** of letters sent by soldiers to and from the colonies include?

*A.* The number and name of the soldier, his rank and corps, with the signature of the C. officer. [*Q. Reg.*, 7, § 158.]

*Q.* Are soldiers' letters liable to postage on re-direction?

*A.* Not if franked, and under  $\frac{1}{2}$  oz. in weight. [*id.*, §§ 156, 159.]

*Q.* Is a soldier liable to a charge for the **delivery** of letters?

*A.* No. [*id.*, § 161.]

### *Divine Service.*

*Q.* What are the **responsibilities** of C. officers as to divine service?

*A.* To take care that it is performed regularly for the troops ; and to report deviations from the mode of conducting it laid down by the chaplain-general. [*Q. Reg.*, 7, § 164.]

*Q.* What marks of respect are to be shown to **chaplains**?

*A.* Such as are due to their rank and profession ; soldiers are to salute them. [*id.*, § 165.]

*Q.* What persons are included in a chaplain's charge?

*A.* In addition to the officers and men the charge includes the families of both, although, in the case of soldiers, they may not be on the married roll. [*id.*, § 167.]

*Q.* What are the rules for **assembling troops** for public worship?

*A.* They are not to be in greater numbers than the voice will reach. The men are to wear side arms, and to be marched to and from the church. [*id.*, § 166.]

*Q.* What is the rule as to the wives and families of soldiers attending divine service?

*A.* Their attendance is to be encouraged. [*id.*]

*Q.* May soldiers of other persuasions be compelled to attend the worship of the Church of England?

*A.* No. [*id.*, § 169.]

*Q.* How are Roman Catholics or Presbyterian soldiers to be marched to and from their places of worship?

A. Under an officer, if their numbers exceed 20; under a serjeant, if otherwise. [Q. *Reg.*, 7, § 170.]

Q. Is the officer or serjeant under whom soldiers are marched to divine service to remain with them during the service?

A. Yes. [id.]

Q. What is the rule as to the supply to soldiers and duration of **Bibles and Prayer Books**?

A. They are supplied gratis, to last ten years. If lost or disposed of, they are charged to the soldier. [id., § 171.]

## DUTIES.

### *Roster of Duties.*

Q. In what **order** do officers and corps take all duties?

A. From the senior downwards. [Q. *Reg.*, 8, § 1.]

Q. State how all duties are **classified**.

A. 1. Guards; 2. Divisional duties under arms; 3. Brigade or garrison duties under arms; 4. Regimental duties under arms; 5. C.-martial; 6. Boards or courts of inquiry; 7. Working parties; 8. Duties of fatigue. [id., § 2.]

Q. How are the different descriptions of C.-martial and boards or courts of inquiry classified?

A. *C.-martial*, as—1st. General; 2nd. District or garrison; 3rd. Regimental. *Boards, &c.*, as—1st. Divisional; 2nd. Brigade; 3rd. Regimental. [id.]

Q. When an officer's tour for more than one duty comes on the same date, how is the **detail** to be regulated?

A. He is to be detailed for that duty only which has the precedence, and to receive an overslaugh for any other. [id.]

Q. When an officer is actually in the performance of one duty when his tour for another occurs, what takes places?

A. His tour passes him. [id.]

Q. Is an officer "*in waiting*" entitled to count a tour?

A. No. [id.]

Q. If a *C.-martial* be dismissed without trying any person, will that count as a duty?

A. Only if the members have been sworn. [id., § 4.]

Q. When a C.-martial is not sitting, are the members available for other duties?

A. Only on days on which the court does not sit. [id.]

Q. May members of C.-martial, courts of inquiry, or boards, quit the station when the proceedings terminate?

A. Not without permission of the general commanding, until the C.-martial, &c., shall have been dissolved. [id.]

*Q.* What is required to entitle a *regiment, detachment, guard, piquet, or fatigue party* to count a tour of duty?

*A.* That it shall have marched off the ground where it may have been ordered to parade. [Q. Reg., 8, § 5.]

*Q.* May an officer **exchange duty** with another?

*A.* Not without the permission of the authority by whom he was detailed. [*id.*, § 6.]

### *Duties in Garrison.*

*Q.* Name the hours for "**Reveille**," "**Retreat**," and "**Tattoo**," at home stations?

*A.* Réveille, from 5.30 A.M. in summer to 6.30 A.M. in winter; retreat at sunset; tattoo, at 10 P.M. from May to September; at 9 P.M. from October to April (except when otherwise authorized). [Q. Reg., 8, § 9.]

*Q.* How is the time for sounding réveille, retreat, and tattoo to be taken?

*A.* From the guard named in garrison orders, or from the firing of the station gun. [*id.*]

*Q.* What is the rule as to the hours of réveille, retreat, and tattoo on foreign stations?

*A.* The hours for home service should be adhered to as far as possible; but they may be varied by the general in command. [*id.*, § 10.]

*Q.* When should réveille and tattoo sound during field service?

*A.* The former at day-break, the latter at such hour as the commander of the force may order. [*id.*]

*Q.* For what is *réveille sounding* the signal?

*A.* For troops to rise, fold up their bedding, and clean and arrange their rooms under the N.-C. officers. [*id.*, § 11.]

*Q.* What calls only may sound between tattoo and réveille?

*A.* "*Lights out*," quarter of an hour after the last post of tattoo, and the "*Fire alarm*," or other signal for a turn out of the troops. [*id.*, § 12.]

*Q.* May soldiers be out of quarters between tattoo and réveille?

*A.* Only those with passes. [*id.*, § 13.]

*Q.* What are the ordinary duties of the **field officer of the day**?

*A.* To be present at general guard mounting; to visit guards by day and night; and to command the piquets in case of fire, riot, or other alarm. In the morning, on the guards dismounting, to forward the reports of their commanders to the officer commanding at the station, together with his own report, in which any irregularity or unusual occurrence is to be noted. [*id.*, § 14.]

*Q.* In small garrisons, by whom should the duties of the field officer of the day be performed?



A. By a captain.

[Q. Reg., 8, § 15.

Q. In large garrisons, by whom may the field officer of the day be assisted.

A. A captain may be detailed for the purpose. [id.

Q. How are the **adjutant of the day** and regimental staff, with band and drummers, required for garrison duty each day detailed?

A. From the regiments according to roster. [id., § 16.

Q. What officers only may give orders on parade to the **town or brigade major**?

A. The officer in command of the parade or station. [id., § 17.

Q. What is the usual hour for piquet and **guard-mounting**?

A. 10 A.M. [id., § 19.

Q. By whom should guards and armed parties be inspected and sized before going on duty, and by whom should they be marched from the regimental to the general parade?

A. By the adjutant or other officer. [id., § 20.

Q. Describe generally the duties of **commanders of guards** and of the N.-C. officers under their command.

A. Commanders are to make themselves acquainted with the orders of the guard as well as with those on each sentry's post. The orders of the guard are to be read and explained to the men as soon as the guard has mounted. Every relief is to be inspected on going out and coming in. Commanders are to go their rounds at least twice by day and twice by night, and a N.-C. officer and file of men are to visit the sentries frequently, in order to ascertain that they are acquainted with their orders, and are carrying them out in a proper manner. The greatest vigilance is to be exercised by commanders, as well as N.-C. officers, to ensure an exact performance of duty, and to prevent irregularities.

[id., §§ 21, 22.

Q. What are the rules as to officers and soldiers *quitting their guards*?

A. Commanders are never to quit their guards except for the purpose of visiting sentries, and are then to inform the next in command of their intention and probable time of absence. No soldier may quit his guard without leave, which is to be sparingly granted, and only for special purposes. [id., § 23.

Q. May officers or soldiers take off their *clothing or accoutrements* when on guard?

A. No. [id., § 24.

Q. What is to take place on guard at the commencement of the *réveille, retreat, and tattoo sounding*?

A. The guards are to turn out and be inspected by the commanders, who will ascertain that the men are present and regular. [id., § 25

**Q.** How often should the **relief of sentries** take place ?

**A.** Every 2 hours ; but in bad weather every hour by night, at the discretion of the C. officer of the garrison. [*Q. Reg.*, 8, § 26.]

**Q.** How is the expense of providing **coffee for guards** during the night charged ?

**A.** To the regimental canteen fund. [*id.*]

**Q.** When a fire breaks out, or **alarm** is raised in a garrison, or in the vicinity of a guard, what should the guard do ?

**A.** It is to be under arms, and so continue till the cause of alarm has subsided. [*id.*, § 27.]

**Q.** Describe what is meant by the **guard report**.

**A.** It is a document in a prescribed (W. O.) form, in which are specified the hours at which the officer went his rounds ; and the hours at which the guard was visited by the officers on duty, or rounds of any description. In the case of regimental, main, and quarter guards, it should contain a list of prisoners, with their crimes. [*id.*, § 28.]

**Q.** May C. officers sanction the use of manuscript forms of guard report ?

**A.** Yes ; except for guards charged with the custody of prisoners. But the forms should be based on the printed form so far as applicable. [*id.*, § 29.]

**Q.** What should be done with guard reports showing the disposal of prisoners ?

**A.** They are to be preserved and laid before general officers at their inspections. [*id.*]

**Q.** To whom should a report be made by the commander of any unusual occurrence that may happen at or near a guard ?

**A.** To the field officer or captain of the day. [*id.*, § 28.]

**Q.** What are the rules as to **patroles** detached to assist the civil authorities or to quell disturbances in which soldiers are engaged ?

**A.** They are to be fully armed ; and when employed in the suppression of disturbances, they are to be under an officer. [*id.*, § 30.]

**Q.** How are ordinary regimental **patroles** and **piquets** for the apprehension of absentees to be armed ?

**A.** With side arms. [*id.*]

**Q.** What are the rules as to the inspection and dismissal of **guards on dismounting** ?

**A.** They are to be marched to their regimental parades, where they are to be inspected, and their arms examined. In the case of an officer's guard, the men, if clean and regular, are to be dismissed by the commander, after reporting to any superior officer on the parade. A N.-C. officer's guard, if there is no officer on the parade,

is to be reported to the adjutant or orderly officer. Ball cartridges are to be withdrawn in the presence of an officer. [*Q. Reg.*, 8, § 31.]

*Q.* Name some of the regulations as to the responsibility of the commander for **stores in charge of a guard**.

*A.* All stores and furniture (including watch-coats) are to be handed over from one commander to another. The commander of the relieving guard will be held responsible for their correctness, and required to certify in his report the state of each article when taken over. [*id.*, § 33.]

### *Duties in the Field.*

*Q.* How may information as to the **features of a country** be acquired?

*A.* By means of maps, local inquiries, and observation.

[*Q. Reg.*, 8, § 42.]

*Q.* May **guides** be relied on during service?

*A.* Only during ordinary marches; near the enemy the eye and intelligence must determine movements. [*id.*]

*Q.* When a division or brigade **arrives in camp** what steps are first taken?

*A.* Quarter and rear guards mount immediately, the advanced piquets are posted, and the tents are pitched. [*id.*, § 44.]

*Q.* What must be done before the *officers* can leave their companies or employ any soldier for their own convenience?

*A.* The tents must be pitched. [*id.*]

*Q.* What is to be done as to *alarm posts* on arrival in camp?

*A.* The troops are to be made acquainted with those of their regiment, and officers with those of their brigade. [*id.*, § 46.]

*Q.* What **officers for daily duty**, in addition to those on guard, are detailed in camp?

*A.* A general or generals of the day, according to strength; in large camps, a lieutenant-general and a major-general of each wing, or a major-general of cavalry, and one of infantry, and brigade majors in the same proportion; a field officer, adjutant, and quartermaster per brigade; and a captain and subaltern per regiment. [*id.*, § 47.]

*Q.* What duties does the *general of the day* perform in camp?

*A.* He superintends the camp, visits guards and outposts, inspects inlying piquets, receives all reports from guards and outposts, and reports any unusual occurrence to the general in command. [*id.*, § 48.]

*Q.* What duties does the *field officer of the day* perform in camp?

*A.* He superintends the brigade camp, and is present at the mounting of brigade guards, which he visits by day and night. The inlying piquets are under his command. He inspects them,

orders such patrols from them as may be necessary ; and if they are ordered out, accompanies them. [Q. Reg., 8, § 49.]

Q. What duties does the *captain of the day* perform in camp ?

A. He superintends the regimental camp ; attends the parading of regimental guards, and visits them by day and night ; and reports anything extraordinary to the C. officer. [id., § 50.]

Q. What are the duties of the *subaltern of the day* in camp ?

A. To assist the captain of the day in his duties, and report to him any irregularities he may notice. [id., § 51.]

Q. What duties does the *brigade adjutant of the day* perform ?

A. He assists the brigade major, and, in the absence of that officer, receives and executes orders. If necessary, he attends for orders at head-quarters. [id., § 52.]

Q. What are the duties of the *brigade quartermaster* ?

A. He superintends the cleanliness of the camp. [id., § 53.]

Q. Who are immediately responsible for the cleanliness of regimental camps ?

A. Regimental quartermasters. [id.]

Q. What officers should *remain in camp* or cantonments ?

A. Those on duty or in waiting as next for duty. [id., § 54.]

Q. What are the rules as to *camp guards and piquets* mounting ?

A. The guards should mount at the same hour. Piquets next for duty should be warned when those on duty mount. If the latter are ordered out of camp, the former mount at once. [id., § 55.]

Q. On what must the strength of the *inlying piquets* depend ?

A. On that of the regiments, and on the situation and requirements of the camp. [id., § 56.]

Q. When and where are *inlying piquets* to mount ?

A. At retreat from the brigade alarm post or other convenient place ; and they are to proceed thence to the posts they are to occupy during the night. [id.]

Q. May *inlying piquets* remove their accoutrements ?

A. Not if on active service. [id.]

Q. Under *whose directions* are *outposts* placed ?

A. That of the general of the day, if no other officer is specially appointed. [id., § 57.]

Q. May *piquets marching* to and from their posts beat drums ?

A. No ; they march as silently as possible. [id., § 58.]

Q. How should *provisions* be supplied on piquet ?

A. If possible, they should be carried ready cooked by the men. [id.]

Q. What is the *duty of officers* on outposts as to inspecting reliefs ?

A. They are to inspect the reliefs when they go on and come off their posts. [id., § 59.]

**Q.** What steps should an officer on piquet take in order to keep the men under his command in a state of vigilance?

**A.** He must call the roll frequently, and see that his men are alert, and ready for any emergency. [Q. Reg., 8, § 59.]

**Q.** Are officers, soldiers, and followers of the camp to be permitted to *pass the outposts*?

**A.** Not unless on duty, or in possession of a permit. [id., § 60.]

**Q.** When a *flag of truce* arrives at a piquet, how should the officer commanding the piquet act regarding it?

**A.** The party should be treated with attention and civility; but strict and efficacious means are to be adopted to prevent it from gaining intelligence. [id., § 61.]

**Q.** When a *deserter comes in from the enemy*, how should the officer commanding the piquet act regarding him?

**A.** Send him to the officer commanding the outposts, who will ascertain whether he brings intelligence affecting his own post, and forward him to head-quarters. [id., § 62.]

**Q.** To whom and for what purpose should *guides* or orderly men be sent by officers commanding outposts?

**A.** To the brigade major, in order to conduct the new piquets to their posts or carry orders. [id., § 63.]

**Q.** When an army is on the march, by whom is the brigade major to be apprised of the situation of the piquet posts?

**A.** By officers commanding posts. [id.]

**Q.** In what cases are soldiers liable to be employed on **working parties** as a duty, and without remuneration?

**A.** In any case in which the public service requires it. Under this head are comprised the levelling of ground in and about camp or quarters, opening up and making communications, constructing and repairing fences for cavalry, rifle ranges, butts, &c. [id., § 64.]

**Q.** May officers commanding *furnish* working parties on their own responsibility?

**A.** No; an order from the general commanding is necessary. [id., § 66.]

**Q.** Define shortly the *responsibility of officers* of working parties, and of officers of engineers respectively, in regard to the work of the parties.

**A.** The former are responsible that the proper amount of work is done, the latter that the labour is properly applied. [id., § 67.]

**Q.** What regulations exist on the subject of the **troops quitting camp**?

**A.** No officer may sleep out of camp without leave. Soldiers are not to quit camp when on active service without a pass, signed by their C. officer. In time of peace certain limits are to be fixed.

[id., § 68.]

**Q.** What are the Regulations as to the **treatment of the people** by troops in the field ?

**A.** The people are to be encouraged to supply the markets ; and any soldier ill-using them, attempting to defraud them, or exacting anything from them for free passage, is to be summarily punished. [Q. Reg., 8, § 70.]

**Q.** What precautions, to prevent disorderly conduct, should be taken by regiments encamped near villages ?

**A.** Patroles should be sent into them to apprehend soldiers without passes, or who may behave improperly. [id., § 69.]

**Q.** How should **foraging parties** and those employed in carrying water, fuel, or straw, be attended and commanded ?

**A.** They are to be attended by a N.-C. officer from each company, and commanded, if the party exceeds 20 men, and is to march any considerable distance, by a subaltern officer. [id., § 71.]

**Q.** If a sudden **order to march** is given to troops in camp, in what time is it expected that they shall stand formed, with baggage packed, and ready to move ?

**A.** Half an hour from receipt of the order, either by day or night. [id., § 72.]

### *Duties in aid of the Civil Power.*

**Q.** To whom and how is the employment of troops in **aid of the civil power to be reported** by the officer commanding the station ?

**A.** To the A.-general, by telegraph. [Q. Reg., 8, § 73.]

**Q.** To whom should the officer commanding troops acting in aid of the civil power report daily the progress and completion of the service ?

**A.** The A.-general, and officer commanding the station from which they have been detached. [id.]

**Q.** What description of **requisition** is required to justify an officer in going out with troops in aid of the civil power ?

**A.** A requisition from a magistrate having jurisdiction in the place where the riot is expected, in writing, or in case of emergency by telegraph. [id., § 74 ; G. O., 15, 1874.]

**Q.** On receipt of a requisition, where should the officer move to, and what **military precautions** must he take ?

**A.** He should move to the place to which he is directed by the magistrate. He must take care that the troops march in military order, with the usual precautions, and that they are not scattered, detached, or posted in a situation in which they may not be able to act in their own defence. [Q. Reg., 8, § 75.]

**Q.** Who is to **accompany the troops** on all occasions when they act in aid of the civil power ?

**A.** The magistrate ; and the officer is to remain near him. [id.]

Q. How are detachments in aid of the civil power to be *told off*?

A. If under 20 files, in 4 sections ; if more than 20 files, in more sections than 4. [Q. Reg., 8, § 76.]

Q. By whom are all **commands to the troops** to be given?

A. By the officer commanding them. [id., § 77.]

Q. May troops acting in aid of the civil power fire without command from their officer, if required to do so by a magistrate?

A. No. [id.]

Q. What is necessary to justify an officer commanding troops acting in aid of the civil power in giving the word to fire?

A. He must be required to do so by the magistrate. [id.]

Q. When troops are employed in aid of the civil power, what is it the duty of the officer in command, in conjunction with the magistrate, to **explain to the people** opposed to them?

A. That in the event of the troops being ordered to fire, their fire will be effective. [id., § 78.]

Q. Is it the duty of the magistrate, or the duty of the officer, to judge as to the **extent of the line of fire** required?

A. It is the duty of the officer. [id., § 77.]

Q. What instructions are sanctioned for the guidance of an officer acting in aid of the civil power, should it become necessary to order the troops to fire?

A. Should the officer think that a slight effort would be sufficient, he is to give the command to one or two specified files to fire. If a greater effort should be required, he is to give the command to one section to fire, the fire of the other sections being kept in reserve, and when required, the fire of each being given by the regular command of the C. officer. [id., § 79.]

Q. If there are more officers than one with a detachment, and it should be necessary that more sections than one should fire at once, what is the C. officer's duty?

A. He should indicate to the troops what officer he has fixed on to order any number of the sections to fire. After receiving the magistrate's requisition to fire, he is to give his directions to that officer. [id., § 80.]

Q. When troops have been ordered to fire, **should they continue firing** until ordered by the magistrate to cease?

A. No ; the firing is to cease the instant it is no longer necessary, whether the magistrate may order cessation or not. [id.]

Q. What are the Regulations as to firing upon persons separated from the crowd, and **firing over the heads** of a crowd?

A. Both are forbidden. [id., § 81.]

Q. Are C. officers bound to afford military aid to governors of **convict prisons** in their neighbourhood?

A. Yes ; in cases of emergency. [id., § 83.]

**MILITARY EDUCATION.***Regimental Schools.*

*Q.* What is the rule as to compulsory **attendance** at school?

*A.* After having been drilled for two months every recruit must attend till he obtains a 4th class certificate. The attendance should be regulated by the C. officer, but is not to be less than 5 hours a week. Enlisted boys are to attend till they obtain a 2nd class certificate. The attendance of married soldiers' children is compulsory. [*Q. Reg.*, 9, §§ 23, 24, 25; *G. O.*, 13, 1874.]

*Q.* To what penalty are married soldiers liable who fail to send their children to school?

*A.* To be deprived of the privileges attendant on the residence of their wives in barracks. [*Q. Reg.*, 9, § 52.]

*Q.* To what extent is the attendance of all soldiers at school to be encouraged?

*A.* As much as possible, until sufficiently advanced in reading, writing, and arithmetic; soldiers whose names are on the school books are to attend as a duty. [*id.*, § 26.]

*Q.* What are the Regulations regarding the issue of **certificates** of education to soldiers?

*A.* 1st, 2nd, and 3rd class certificates are to be issued by C. officers, upon the recommendation of the inspector, and 4th class certificates on the recommendation of the sub-inspector. [*id.*, § 30.]

*Q.* What educational **qualification for promotion** should be required from privates and corporals?

*A.* As a rule (except on active service) no soldier is to be promoted to corporal unless he has a 3rd class certificate, and no corporal is to be promoted to serjeant unless he has a 2nd class certificate; but under special circumstances, and with the general officer's sanction, a valuable man may be promoted without any certificate. [*id.*, § 31.]

*Q.* For what duties may school **assistants** be withdrawn from school?

*A.* Musketry drill, one parade a week, and any urgent duty. [*id.*, § 32.]

**GYMNASTIC TRAINING.***General Instructions.*

*Q.* What are the rules as to the **medical examination** of soldiers' **er** gymnastic training?

*A.* A medical inspection is to be made at the commencement of



the course ; and inspections, fortnightly of recruits and monthly of trained soldiers, afterwards. [Q. Reg., 10, § 3.

Q. What **sanitary precautions** are to be observed during gymnastic training?

A. The N.-C. officers are to see that the men wear greatcoats buttoned up on returning after drill, and that they dry themselves. [id., § 4.

Q. What precautions are to be taken when a man begins or resumes a gymnastic course, **after being in hospital** or prison?

A. Attention is to be drawn to any reduction in the man's strength. [id., § 5.

### *Course for Recruits.*

Q. At what **period** is the recruit's course of gymnastics to be gone through?

A. Simultaneously with the first three months of the recruit's ordinary drill. [Q. Reg., 10, § 8.

Q. Are recruits liable to any **other duties** during the gymnastic course?

A. Only such as do not interfere with their attendance. [id.

### *Course for Drilled Soldiers.*

Q. How is the gymnastic **instruction carried on** in the case of drilled soldiers?

A. A number of men, not exceeding one-sixth of the garrison, are selected for a three months' course, if medically fit. They are formed in squads, and attend every alternate day for one hour. Guards and garrison duties are not interfered with.

[Q. Reg., 10, § 13.

Q. Is the attendance of the drilled soldier compulsory?

A. Only if under ten years' service. [id., § 14.

Q. Are all men permitted to attend **voluntary classes**?

A. Only with the medical officer's approval, and after going through a three months' course. [id., §§ 14, 16.

Q. What is to be the duration of the drilled soldiers' **annual course** of gymnastics?

A. Usually one month ; but weak or awkward men may be kept for three months. [id., § 17.

Q. What soldiers are to practise **running drill**? How often?

A. All men medically fit are to be exercised once each day.

[id., § 20.

Q. At what distances and speed is running drill practised?

A. In the first fortnight the distance is not to exceed 300, in the second 600, and in the third 900 yards ; after which the

practice is to be carried on daily at 1,000 yards, the men running on alternate days with arms and accoutrements. The pace not to exceed 6 miles an hour. [Q. Reg., 10, § 20.]

Q. In what formation should running drill be practised?

A. If possible in single rank, with 15 or 20 men abreast; otherwise by companies in fours. [id.]

Q. Under what circumstances should some movements at each drill be performed at the "double"?

A. When the regiment has been sufficiently trained, and when it is not in marching order. [id.]

Q. At whose discretion may the rules for practising running drill be modified, as regards time and extent, in tropical climates?

A. That of the general commanding. [id.]

### *Fencing and Swimming.*

Q. What Regulations exist as to instruction in **fencing**?

A. Where there are gymnasia, officers on joining are to go through a course. [Q. Reg., 10, § 22.]

Q. What are the rules as to instruction in **swimming**?

A. It is to be given at all stations where facilities exist.

[id., § 23.]

Q. How is instruction in swimming carried out?

A. Bathing parades are formed, and skilled swimmers distributed through the squads to instruct. [id.]

Q. What precautions are to be taken at bathing parades?

A. Small piquets (expert swimmers) are to assist men in danger.

[id., § 24.]

Q. What lists of swimmers are to be kept?

A. A list in each company.

[id., § 25.]

## **DRESS AND EQUIPMENT.**

### *Dress of Officers.*

Q. State some **general regulations** as to the uniform of officers.

A. They are forbidden to make unauthorized changes in clothing or appointments. Uniform is to be worn in camp or quarters, and at public entertainments within the district; but general officers may permit the use of plain clothes for purposes of recreation. Officers on leave from abroad are always to be in possession of their uniform. [Q. Reg., 12, §§ 2, 7, 8.]

*Dress of Men.*

**Q.** In what order of dress are the infantry, as a rule, to turn out for **daily parade**?

**A.** Marching order ; but C. officers may vary this order.

[*Q. Reg.*, 12, § 37.]

**Q.** What is the rule as to wearing **greatcoats**, **haversacks**, **water-bottles**, and **leggings** in the different "orders of dress"?

**A.** They are to be worn in marching order, and on other occasions only when specially directed. [*id.*]

**Q.** How is the **chako** to be worn?

**A.** Even on the head, and brought well down on the forehead. [*id.*]

**Q.** How is the **chinstrap** worn?

**A.** Under the chin, and not hooked up except when marching at ease. [*id.*]

**Q.** On what occasions may **cap covers** be worn?

**A.** On guard, on the march, in wet weather, and during night duties, at the discretion of officers in command ; but not on ordinary parades. [*id.*]

**Q.** How should the Glengarry **forage cap** be carried in marching order?

**A.** Folded flat outside the greatcoat, showing the regimental badge between the greatcoat straps. [*id.*]

**Q.** How is the **haversack** worn?

**A.** It is slung across the right shoulder. When empty, it is to be neatly rolled up, hanging over the bayonet, and resting on the left hip ; or, with the valise equipment, it may be carried in the valise. [*id.*]

**Q.** How is the **bayonet** to be worn?

**A.** It is to hang on the left hip, and not too far to the front. [*id.*]

**Q.** With what alone may **pouches** be cleaned?

**A.** Blacking. [*id.*]

**Q.** On what occasions are **leggings** to be worn?

**A.** On parade in wet and muddy weather, but not when the men are off duty. [*id.*]

**Q.** Name some of the rules as to wearing **medals and ribbons**.

**A.** Military medals are only to be worn with the tunic, and on the left breast. The ribbon is not to exceed one inch in length, unless the number of clasps necessitates a greater length. The ribbon with the undress uniform should be half an inch in length. Medals granted by a society for bravery in saving life, if specially authorized, should be worn on the right breast. [*id.*, § 3<sup>c</sup>]

Q. May any deviations from the **sealed patterns** of clothing and necessities be allowed?

A. No.

[Q. Reg., 12, § 40.

Q. Who are responsible for any expense entailed by having to replace or restore to approved patterns articles of clothing, &c.?

A. C. officers.

[id.

Q. Who are to be made responsible for the proper fitting of the clothing of men on detachment?

A. The officer in command of the detachment. The quartermaster is not to be sent for the purpose.

[id., § 41.

Q. What precaution against lucifer matches or other combustibles should be taken when clothing is returned to Government stores?

A. The clothing should be carefully searched, a certificate of the same being given to the commissary.

[id., § 42.

Q. May permission be given to soldiers to wear their **greatcoats** when off duty, or travelling?

A. During winter and in severe weather it may, at the discretion of officers commanding stations. Any damage beyond fair wear and tear must be made good by the soldier.

[id., § 43.

Q. What is the rule as to the purchase of **necessaries** otherwise than from the public stores?

A. Officers commanding companies may purchase on the spot (except during service in the field), provided the articles are conformable to pattern, and do not exceed the public store price.

[id., § 44.

Q. What are the Regulations as to marking necessities?

A. Every article capable of receiving a mark is to be marked with owner's name and number, number of regiment, and date of delivery.

[id.

Q. At what rate, and for what purpose, are **squad bags** provided?

A. At the rate of one to every 26 men, for carrying the "surplus kit" on the march and in the field.

[id., § 45.

Q. Name the articles comprised in the surplus kit.

A. 1 tunic or serge jacket, 1 pair socks, 1 shirt, 1 towel, 2 brushes, and such articles from the hold-all as can be dispensed with.

[id., 12, § 45.

Q. When regiments embark for India, what is done with the squad bags?

A. Returned to store.

[id.

### *Equipment.*

Q. What are the orders as to the **annual inspection** of equipments?

A. C. officers will annually, between 1st November and 1st January, inspect all equipments in their charge, and forward their report to the general officer, who, in transmitting it to the A. general, will state what steps have been taken locally to make good deficiencies. [Q. Reg., 12, § 46.]

Q. When soldiers are transferred from one company to another, should they take their arms and accoutrements with them?

A. Yes. [id.]

### *Ammunition.*

Q. Where should the service ammunition be kept during time of peace?

A. In regimental expense magazines, except when general officers think it necessary that it should be in the pouches. In the latter case a report is to be made to the A.-general.

[Q. Reg., 12, § 51.]

Q. How are guards and escorts, and parties aiding the civil power, to be provided with the requisite ammunition?

A. It is to be served out to them before going on duty, and is to be returned to the magazine when the duty has been performed. [id., § 52.]

Q. When a regiment changes its quarters, what is to be done with its ammunition?

A. A sufficient quantity being retained to provide the guard with 20 rounds per man, the remainder is to be returned to the commissary at the station. [id., § 53.]

Q. Detail some of the Regulations as to the course to be followed in issuing ammunition from a regimental magazine.

A. The issue is to be made by the quartermaster (or other responsible officer), and he is not to entrust the key to any one. An officer is to receive the ammunition, and receipts are to be given by officers commanding companies, who become responsible to the C. officer for the quantity they receive. [id., § 55.]

Q. What are the regulations as to the collection of cartridge cases?

A. Officers commanding companies are responsible for the collection after each day's target practice. At least 90 per cent should be returned to store. The sum received for them will be expended in extra shooting prizes. [id., § 56.]

Q. What directions are given for the care and inspection of ammunition in possession of the men?

A. It is to be inspected at the daily morning parade by officers commanding companies, and any loss or damage is to be reported to the C. officer. [id., § 59.]

Q. Before issuing blank ammunition what should be done?

A. Officers commanding companies are to ascertain that no ball remains in the pouches. [Q. Reg., 12, § 59.]

Q. How is ammunition, if wilfully lost, destroyed, or made away with, to be accounted for?

A. In the same manner as other articles of equipment. [id.]

Q. What ammunition only should be used with the soldier's rifle?

A. That supplied by Government. [id., § 58.]

## LEAVE OF ABSENCE.

### *General Instructions.*

Q. On what day must officers on leave **return to duty**?

A. That on which the leave terminates. [Q. Reg., 13, § 5.]

Q. What must all officers, on rejoining, do with reference to orders issued during their absence?

A. They must make themselves acquainted with them. [id.]

Q. When an officer on leave of absence is **promoted or removed**, or exchanges, is his leave affected thereby?

A. It is cancelled. [id., § 6.]

Q. When an officer obtains leave of absence, to whom must he report his **address**?

A. To the agents and adjutant. [id., § 7.]

Q. What must be stated in applications for **extension** of leave?

A. The period during which the officer has been absent. [id., § 8.]

### *Officers on Home Service.*

Q. Within what dates may **winter leave** be granted by general officers?

A. 15th October, if the inspection is over, and 14th March. [Q. Reg., 13, § 9.]

Q. In granting winter leave, what officers must be retained with every corps?

A. A sufficient number for duty, but at least 1 field officer, half the captains, and half the subalterns doing duty. [id.]

Q. From what corps is the indulgence of leave of absence to be withheld?

A. Such as have been unfavourably reported on. [id.]

Q. For what period may general officers grant leave of absence (**other than winter leave**)?

A. A fortnight at any time except that of the inspection. [id., § 11.]

Q. To whom must applications for leave (**other than winter leave**) beyond a fortnight be submitted?

A. The C.-in-Chief; or, in Ireland, the Commander of the Forces. [Q. Reg., 13, § 11.]

Q. When officers are reported **absent without leave** in the monthly return, to whom has an explanation to be forwarded?

A. The A.-general, through the general in command. [id.]

Q. How long must a **sub-lieutenant** serve before being eligible for leave?

A. Ten months. [id., § 12.]

Q. What are officers to do when prevented by **ill health** from joining their regiments?

A. To transmit to their C. officer certificates so as to arrive a week before expiration of the leave. [id., §§ 15, 16.]

Q. Are officers permitted to **quit the kingdom**?

A. Not without Her Majesty's permission, except on duty or for the purpose of joining their regiments. [id., § 17.]

Q. When an officer desires to quit the kingdom, to whom must he apply, and what information must he furnish?

A. Through his C. officer to the A.-general, stating the place to which he is proceeding, and the period he desires to remain. [id.]

### *Officers on Foreign Service.*

Q. What must accompany **applications** of officers abroad for leave to return home on private affairs?

A. A statement of the period they have served abroad, and the prescribed declaration as to rejoining, and the passage money of a successor. [Q. Reg., 13, § 19.]

Q. With whom rests the power of granting to officers abroad leave to return home?

A. General officers commanding at foreign stations. [id., § 20.]

Q. What grounds for **granting leave** to return home from abroad are alone admissible?

A. Length of service abroad, ill health, or very urgent private affairs. [id., § 21.]

Q. On what terms only may an officer abroad be sent or permitted to return home in circumstances affecting his character?

A. Such as must place his case entirely at the discretion of the C.-in-Chief. [id., § 22.]

Q. When an officer obtains leave from abroad, what certificates are to be given him?

A. A certificate showing the commencement, termination, and cause of leave, and a pay certificate. [id., § 23.]

Q. To whom and how are officers without troops to report themselves on **arrival in England**?

A. To the A.-general in writing. A copy of the authority for their return, and their address, is to accompany the report.

[Q. Reg., 13, §§ 24, 25.]

Q. On what grounds only may officers on leave from abroad apply for an **extension of leave**?

A. Ill health or extremely urgent private affairs. [id., § 27.]

Q. Through what channel should officers on leave from abroad apply for extension of leave?

A. Through their C. officers abroad. [id.]

Q. May officers on leave from abroad join their depots on the **expiration of their leave**?

A. Not unless specially permitted to do so by the A.-general.

[id., § 28.]

### *Furloughs.*

Q. What men only are **eligible** for a furlough?

A. They must be of good character, dismissed drill, have complete kits, and be out of debt. [Q. Reg., 13, § 29.]

Q. To what **number** of men at a time may furloughs be granted during the winter season?

A. Twelve per cent of the corps (all ranks included); but general officers may exercise a liberal discretion in granting furloughs to regiments returning from India and China. [id., § 30.]

Q. From what **date** may the winter furloughs commence?

A. 1st November.

[id.]

Q. May furloughs be granted to soldiers **abroad**?

A. Not except by authority of the general commanding, and only on urgent occasions, which are to be reported to the A. general. [id., § 31.]

Q. May furloughs be granted to **N.-C. officers** to enable them to take up appointments in reserve or auxiliary forces?

A. Only with the authority of the A.-general. [id., § 32.]

Q. Are the men liable to pay any **fee** for a furlough?

A. No.

[id., § 33.]

Q. On what day of the month only should soldiers leave their regiments when **going on furlough**?

A. On the 1st of the month, except in urgent cases. [id., § 34.]

Q. May arms or accoutrements be taken on furlough?

A. No.

[id.]

Q. May soldiers take greatcoats with them on furlough?

A. Yes; but the indulgence is not to affect the period for which the coats are required to last. [id.]

Q. What should be done as to greatcoats taken on furlough?

A. The captain should note their condition before they are taken away, and again on the soldier's return. [id.]



**Q.** What should be noted on every soldier's furlough with reference to his **advance of pay**?

**A.** The amount advanced, and a direction in red ink that no further advance is to be made except by his captain.

[*Q. Reg.*, 13, § 34.]

**Q.** What is to be done in the case of soldiers overstaying furlough from want of funds?

**A.** They are to be furnished regimentally with warrants or subsistence, all expenses being charged to the men. [*id.*, § 36.]

**Q.** What are the regulations as to **sick furloughs**?

**A.** It must be ascertained that the men are likely to be benefited by removal, and that their friends can aid them. [*id.*, § 37.]

**Q.** In the event of a soldier continuing absent on account of sickness beyond three months, what course is to be pursued?

**A.** A special medical report as to his case is to be made to the A.-general. [*id.*, § 38.]

**Q.** What should be explained to soldiers before proceeding on furlough as to medical attendance?

**A.** That they may avail themselves of the nearest military medical station, but that no charges will be admitted. [*id.*, § 39.]

**Q.** When soldiers proceed on furlough to places in the vicinity of a military station, to whom are they to **report**?

**A.** To the officer commanding such station. [*id.*, § 40.]

**Q.** When a regiment embarks for foreign service or **changes station** at home, what is to be done as to the men on furlough?

**A.** Officers commanding companies are to notify the movement to the men on furlough. [*id.*, § 41.]

**Q.** On what day, and at what time of the day, should men on furlough **rejoin**?

**A.** Before tattoo on the day on which the furlough expires. [*id.*, § 42.]

**Q.** If a soldier on furlough fails to rejoin on the proper day, how is he to be dealt with?

**A.** As an absentee; but if no satisfactory explanation is received within 5 days, he is to be reported as a deserter. [*id.*]

**Q.** When a soldier on furlough is prevented from rejoining by sickness or other casualty, how should he obtain an **extension**?

**A.** Report himself to the nearest general or other officer on the staff; or to the C. officer of a corps, depot, or detachment, who may extend his furlough, if necessary, for any period not exceeding one month. [*id.*, § 43.]

**Q.** When a furlough is extended, or a warrant issued on the spot to enable a soldier to rejoin, what notification is to be made?

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Q. On what grounds only may officers on leave from abroad apply for an **extension of leave**?

A. Ill health or extremely urgent private affairs. [id., § 27.]

Q. Through what channel should officers on leave from abroad apply for extension of leave?

A. Through their C. officers abroad. [id.]

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Q. When a soldier obtains an extension of furlough or travelling warrant under false pretences, what course is to be followed?

A. He is to be proceeded against by his C. officer. [id., § 45.]

Q. Are soldiers returning from furlough to be re-drilled or required to bring up **missed duties**?

A. They are to be re-drilled so far as may be necessary, but not to bring up missed duties. [id., § 46.]

Q. What is the rule as to the **address** of a soldier on furlough?

A. It is always to be left with his company. [id., § 47.]

## HOSPITALS.

### *General and Station Hospitals.*

Q. Under what heads are hospitals **organised**?

A. 1. General Hospitals; 2. Station (or field) Hospitals.

[Q. Reg., 14, § 1.]

Q. What is the rule as to **officers on duty** visiting the station hospital?

A. Such officers on garrison duty as may be directed by general officers will visit the hospital, but not during the visiting hours of the medical officers, and will report irregularities. [id., § 4.]

Q. Should **regimental officers** have access to their men in hospital?

A. Yes; at times which will be arranged by C. officers. [id., § 5.]

Q. May **patients** in hospital receive pay or have money or valuables in possession?

A. No. [id.]

Q. How are *crimes* committed in hospital to be dealt with?

A. They are to be reported by the senior medical officer to the C. officer. [id., § 6.]

Q. When a soldier is sent to hospital what is done with his *arms and accoutrements*?

A. Except on field service, they are left with his company.

[id., § 7.]

Q. What Regulations exist as to the execution of *wills* by patients in hospital?

A. A medical officer is, if practicable, to be present, and to affix a declaration stating whether the parties were in a fit state of mind. [id., § 10.]

Q. What is the rule as to furnishing a hospital guard?



A. A guard is to be furnished when necessary, and the medical officer is to signify the orders which he wishes to be given to it.

[*Q. Reg.*, 14, § 8.]

Q. What orders should be given to sentries with reference to hospital orderlies leaving the hospital with parcels?

A. To stop such as are not furnished with a pass signed, in the absence of higher authority, by the senior N.-C. officer of the hospital.

[*id.*, § 9.]

### *Medical Officers attached to Corps.*

Q. What general **duties** belong to the medical officer of a corps?

A. All medical and sanitary duties of the corps. [*Q. Reg.*, 14, § 14.]

Q. What are the duties of the medical officer as to the examination of the sick?

A. He is to examine them, and send such as are unfit for parade or duty to hospital.

[*id.*, § 15.]

Q. May convalescents be allowed to remain in quarters?

A. Only after vaccination.

[*id.*

Q. What **reports of the sick** are to be made?

A. The medical officer will send one daily to the C. officer, who will report weekly to the C. officer of the station or brigade.

[*id.*, § 16.]

Q. What is the rule as to the medical officer's **attendance at parade**?

A. He is to attend a general officer's inspection, and any parade where professional assistance is wanted; but on other occasions is only required to remain within call.

[*id.*, § 17.]

Q. Are medical officers to attend target practice?

A. Only when specially directed, or when an increase of medical officers has been sanctioned for the duty; and even in that case the medical officer on duty, after reporting himself to the officer of the firing party, may return to hospital or quarters (if within a mile), and remain there till wanted.

[*id.*, §§ 18, 19.]

Q. Where no medical officer is detailed to attend target practice what arrangement is to be made?

A. The name and address of a medical officer, who will remain in quarters or hospital so as to be available, should be given to the officer in charge.

[*id.*

Q. Under whose command are the men of the **army hospital corps** placed?

A. They are subject to military authority on matters of discipline, but are under the direction of the medical officer in other respects.

[*id.*, § 20.]

Q. Should men of the A. H. corps be confined in the guard room before offences committed by them are investigated?

A. Only in the case of drunkenness and any serious offence.

[*Q. Reg.*, 14, § 21.

Q. How should drunkenness on the part of an A. H. orderly be punished?

A. Always in such a manner as will entail an entry in the regimental defaulters' book. [*id.*

Q. May men of the A. H. corps be employed as servants, orderlies, or fatigue men?

A. No. [*id.*, § 22.

## **BARRACKS.**

### *General Instructions.*

Q. What method of **taking over barracks** is enjoined?

A. The C. officer, with the engineer and control officers, will cause buildings, fixtures, and furniture to be inspected by an officer—if possible not below captain—accompanied by the quartermaster, after which the troops will be responsible. [*Q. Reg.*, 15, § 1.

Q. What is the rule as to **allotment** of buildings and rooms in barracks?

A. The purpose for which each building and room is intended will be lettered on the door, and no alteration is to be made without the Secretary of State's sanction. [*id.*, § 2.

Q. What **furniture and utensils** only may soldiers have in barracks?

A. Those named in the Royal Warrant. [*id.*, § 3.

Q. What is to be done so as to guard against misunderstanding as to the articles for which troops are accountable in barracks?

A. Separate inventories of furniture and fixtures in every room or building are to be hung up therein. [*id.*, § 5.

Q. By whom are the inventories in barracks to be signed?

A. The commissary-in-charge will sign the furniture, and an engineer officer the fixtures inventories. [*id.*

Q. What is the rule as to opening **windows** in barracks?

A. They are to be opened as soon as the men have risen, and to be kept open during the day, as the weather may permit. [*id.*, § 6.

Q. How should the iron **bedsteads** be arranged in barracks?

A. They should be at least 6 inches from any part of the wall. They are to be turned up at an early hour. [*id.*

Q. What are the orders as to the exposure to the air of **bedding**?

A. Before the bedsteads are turned up every morning the bedding should be exposed to the air for at least one hour. Beds and bedding should be aired outside once a week, in fine weather, in it encampments, and as often as practicable elsewhere. [*id.*

*Q.* Describe how the paillasse, blankets, sheets, and rug are disposed of by day.

*A.* The paillasse is rolled up, blankets and sheets being folded and laid on top; the whole bound by a strap. When rolled up, bedding is placed 2 inches from head of bedstead, which is doubled back; the rug is placed on end of bedstead, to admit of soldiers sitting thereon. The rug is folded round blankets of such bedding as is not in use. [*Q. Reg.*, 15, § 6.]

*Q.* When a soldier is in the cells, in hospital, or on furlough, is the **vacant bed** available for another soldier?

*A.* Only in the case of furloughs exceeding a fortnight. [*id.*, § 8.]

*Q.* How often and for what purpose is an **officer on duty** to visit the barrack rooms?

*A.* Every morning, to see that they are clean and properly arranged. [*id.*, § 9.]

*Q.* What inspections of barracks are to be made by **medical officers**?

*A.* A weekly inspection of the sanitary condition. [*id.*, § 10.]

*Q.* In **cleaning rooms** may any articles of furniture, &c., be removed?

*A.* Only for purposes of cleaning and airing. Sash beads are on no account to be removed. [*id.*, § 11.]

*Q.* What is the rule as to washing and scrubbing barrack floors?

*A.* They are to be washed early in the day once a week in dry weather, and dry scrubbed on every intermediate day. [*id.*, § 12.]

*Q.* May clothes be washed in the sleeping rooms?

*A.* No. [*id.*, § 13.]

*Q.* What are the special duties of the corporal detailed daily by the troops in barracks to supervise the **water and gas** supply?

*A.* To report any waste or cause for waste. [*id.*, § 14.]

*Q.* May officers or soldiers make **alterations** in barrack buildings?

*A.* No. [*id.*, § 15.]

*Q.* What restrictions are laid down as to **keeping animals** in barracks?

*A.* Cows, pigs, and goats are not to be kept. Horses, dogs, and poultry are not to be suffered to stray or run loose. [*id.*, § 16.]

*Q.* Whose duty is it to **sweep the yards** and parades, and to remove snow from roofs in barracks?

*A.* That of the troops; but where fatigue parties cannot be furnished, a representation is to be made to the local departmental officers. [*id.*, § 17.]

*Q.* State the rule as to the protection of **unoccupied buildings** in a barrack partly occupied by troops.

*A.* The troops are responsible for their security, but not otherwise. [*id.*, § 18.]

Q. Is the cleaning of surface **drains** and catchpits and flushing of latrines a fatigue duty of the troops?

A. Yes; if skilled labour is not required. [Q. Reg., 15, § 19.

Q. What is the rule as to the admission of **strangers** to barracks?

A. Only persons of respectable character are to be admitted.

[id., § 25.

Q. What are the rules as to the **periodical inspections** of barracks and stores in charge of the troops?

A. The C. officer of the troops, or an officer (not under captain) deputed by him, will inspect the premises and stores during the first week of every month, except those in which the quarterly inspection is made by the commissary and engineer department, and will note any repairs, or replacements, that may be required. All articles should be laid out in the rooms for inspection in the order detailed in the inventory board.

[id., § 26.

Q. What officers are to attend the periodical inspections of barracks, and for what purpose?

A. The quartermaster or officer acting for him is to be present. Each captain will attend the inspection of his company's rooms, and a medical officer that of the hospital. These officers will attest by their signatures the list of damages or losses in their respective departments.

[id., § 27.

Q. State the rules as to the **marching out inspections** of barracks.

A. An experienced officer (captain, if possible) and the quartermaster will accompany the engineer and commissary in assessing the damages. The officer must certify the damages before leaving the barrack, or object on the spot to any charge against which he desires to appeal.

[id., § 28.

Q. What course is to be followed in appealing against **barrack damages**?

A. C. officers are forthwith to give written notice to the department of the items against which they appeal. In the event of the charges being maintained, and the general officer being unable to decide the case (which may be investigated by a garrison board), the appeal is to be forwarded to the War Office.

[id., § 29.

Q. Pending the settlement of barrack damage appeals by the War Office, is the amount assessed to be charged against the troops?

A. Yes.

[id.

Q. How are damages assessed against troops published?

A. In regimental orders, the share of each company and general charges being under separate headings.

[id., § 30.

Q. When a barrack is to be vacated, what notice is to be given?

A. The earliest possible notice to the engineer and commissary of the hour and date.

[id., § 31.

Q. May charges for cleaning barracks be made against the troops?

A. Only in cases (which must be immediately reported by C. officers to the general commanding) where neglect is obvious or complaints are made by the troops marching in. [*Q. Reg.*, 15, § 32.]

Q. State the rules as to the choice of **officers' quarters**.

A. Officers take choice according to regimental rank. An officer in possession is not to be displaced by an officer of corresponding rank; but a captain, although entitled only to the same class of quarters, has priority over a subaltern, even if the latter be in possession. [*id.*, § 37.]

Q. May the kitchens attached to unmarried officers' quarters be used as sleeping apartments by soldier servants?

A. No. [*id.*, § 39.]

Q. Has an officer any right to a military quarter which he does not occupy?

A. Not except in the case of a C. officer in lodgings, who may have a quarter, and of married officers, not drawing lodging allowance, permitted to reside out of barracks. [*id.*, § 40.]

Q. To whom are vacant officers' quarters to be handed over?

A. The commissary in charge. [*id.*]

Q. What is to be done with the quarters of officers proceeding on leave or detached on duty?

A. The officers retain their rooms, unless it is known that they are to be absent beyond one month, when the quarters are to be given over to the commissary. [*id.*, § 41.]

Q. What **precautions against fire** are to be observed in buildings occupied by soldiers?

A. No fire or light is allowed except in hospitals, latrines, guard houses, recreation rooms, and serjeants' mess rooms, later than a quarter of an hour after the last post, at which time an officer is to see that this order is obeyed. N.-C. officers are to see that the fires are raked out, and no live cinders left in scuttles or boxes. [*id.*, § 42.]

Q. At what time are the lights in the serjeants' mess to be extinguished?

A. Half an hour after the lights in the barracks generally. [*id.*]

Q. When an *escape of gas* occurs in barracks what precautions are to be taken?

A. Adjacent windows are to be thrown open, lights extinguished, and no light is to be brought into the vicinity. [*id.*, § 43.]

Q. What is the responsibility of N.-C. officers in charge of rooms as to gas?

A. To see that the gas is turned off every night in rooms and passages, and that burners are not tampered with. [*id.*]

Q. How is the *fire piquet* composed?

A. Of a N.-C. officer and party of soldiers. [*id.*, § 45.]

Q. What are the duties of the fire piquet?

A. To make themselves acquainted with the sources from which water can be supplied, the mode of adjusting the hose, and method of working the engine. The N.-C. officer is to superintend (with the fire piquet) the exercise of the fire engine, and the fatigue parties for that purpose are to be under his orders. [*Q. Reg.*, 15, § 45.]

Q. On an alarm of fire, how should the fire piquet act?

A. It is to assemble forthwith, and men belonging to it on any duty should be relieved. [*id.*]

Q. What are the rules as to practice with *fire engines*?

A. General officers will frame local regulations for guidance in the event of fire, and the troops should be frequently practised by day, and occasionally by night, in concentrating upon any given spot with fire engines and apparatus. [*id.*, § 47.]

Q. What *board* should investigate the cause of fire or accident occurring in barracks?

A. A garrison board of officers. [*id.*, § 48.]

Q. May a N.-C. officer or soldier effect a *fire insurance* on private property in barracks?

A. Not without the C. officer's knowledge. [*id.*, § 49.]

Q. How is the expense of repairing **cricket ground** and fives courts to be charged?

A. As barrack damages. [*id.*, § 52.]

Q. Do troops pay rent for allotments of **garden ground**?

A. Not within the prescribed limits; but they are liable for any outgoings, such as poor-rates. [*id.*, § 53.]

Q. In what manner and within what limits may allotments be made?

A. They are to be by regiments, and subdivided by companies, under the supervision of C. officers. Allotments to individual N.-C. officers and men are not to exceed  $\frac{1}{3}$ th of an acre. [*id.*]

Q. Who is liable for the expense of fencing, seeds, &c., in soldiers' gardens, and to whom does the produce belong?

A. The troops find seeds and internal fencing, and the War Office supply tools and materials for external fencing, except in allotments to individuals, when the whole expense must be borne by the soldier. The produce belongs to the troops. [*id.*]

Q. How are transfers of garden ground from one corps to another to be made?

A. Through the commissary in charge. When one corps relieves another, a mutual arrangement should be made as to the stock, &c. [*id.*]

Q. When the War Department resumes land for military purposes which has been allotted as gardens, or when troops quit a station, is any claim for compensation admissible?

A. No. [*id.*]

*Canteens.*

*Q.* Are soldiers **required to purchase** at the canteen?

*A.* No; they may resort to markets or shops instead.

[*Q. Reg.*, 15, § 54.]

*Q.* What are the rules as to the sale of **intoxicating liquors** in canteens?

*A.* Abroad, spirits may be sold at the discretion of the C. officer, but not at home. No liquor is to be sold before noon, nor after tattoo, nor during divine service on Sundays, nor to any one appearing to be intoxicated.

[*id.*, § 55.]

*Q.* May **defaulters** enter the canteen?

*A.* Only during fixed hours, say from 6 to 8 P.M.

[*id.*, § 56.]

*Q.* What are the rules as to the admission of **civilians** to canteens?

*A.* It is not permitted, except with the sanction of the C. officer (who will exercise caution to prevent complaints), and never during hours prohibited by the Licensing Act.

[*id.*, § 57.]

*Canteens held by Tenants.*

*Q.* What are the canteen **tenant's obligations** as to the maintenance of order, &c.?

*A.* To be respectful to officers, and obey orders; to prevent riot, disorder, or gambling. He is forbidden to give credit or receive pledges.

[*Q. Reg.*, 15, § 60.]

*Q.* How are the prices and quality of **articles on sale** at a canteen held by a tenant regulated?

*A.* By a board of survey every 3 months. Price schedules are to be hung up in the canteen.

[*id.*, § 61.]

*Regimental Canteens.*

*Q.* What are the rules as to applying the regimental canteen system to **detachments**?

*A.* It is only applicable where officers can be furnished for the committee. Whenever a corps and detachment are at the same station, it is optional with the former to establish a regimental canteen, and for the latter to use it without share of profits.

[*Q. Reg.*, 15, § 63.]

*Q.* How is the **canteen committee** composed and selected?

*A.* Of 3 officers, selected by the C. officer.

[*id.*, § 62.]

*Q.* From what duties are the members of the canteen committee to be exempted when practicable?

A. Boards of survey, courts of inquiry, and C.-martial.

[Q. Reg., 15, § 62.

Q. What *subordinate committee* may be appointed?

A. One of 3 N.-C. officers, to act under the officers. [id., § 64.

Q. Describe shortly the *duties* of the canteen committee.

A. To superintend the business of canteen; assemble monthly to take stock and examine the books, inspect the quality of articles to be sold, authorize purchases, and regulate prices, printed lists of which are to be posted up in the canteen. [id., § 65.

Q. What course is to be followed in fixing **prices**?

A. Profits on articles are to be assessed separately, and the prices are to cover wastage and permanent canteen charges. [id., § 66.

Q. By whom are **contracts** for canteen supplies entered into?

A. The C. officer and the president of the canteen committee.

[id., § 67.

Q. By whom are all orders for goods to be given direct to the person making the supply?

A. The C. officer, or the president, or a member of the canteen committee. [id.

Q. By whom should **payments** on behalf of the canteen be made?

A. By the president, or a member of committee, without the intervention of the canteen serjeant. [id., § 68.

Q. How is the state of the canteen **accounts** brought under the C. officer's review?

A. The committee, after each monthly meeting, submit statements of the receipts and expenditure, and also of the assets and liabilities for the preceding month. [id., § 69.

Q. What is to accompany the quarterly abstract of the canteen accounts forwarded by the C. officer?

A. Details of the charges and a price list. [id., § 70.

Q. Describe the position and functions of the **canteen serjeant**?

A. He acts under the committee as salesman, not contractor. He is not liable to lose (except in case of dishonesty), and is not to share in profits, or receive "wastage." He is not to be serjeants' mess caterer, and must be licensed (at the expense of the canteen). [id., § 72.

Q. What *remuneration* from the canteen fund may be added to the pay and allowances of the canteen serjeant?

A. Such as will make up 6s. a day, or such lower rate as the C. officer may fix. [id., § 73.

Q. What *assistants* to the canteen serjeant may be appointed? Give rates of pay.

A. Two privates (or one private and a soldier's wife), at 2s. a



day each. If necessary, additional privates or soldiers' wives or children, at 1s. 6d. a day each. [*Q. Reg.*, 15, § 73.]

*Q.* How is an **accountant** for the canteen to be selected and paid?

*A.* A N.-C. officer (not the serjeant-major) is to act under the committee. His pay is not to exceed 30s. a month. [*id.*, § 74.]

*Q.* What are the rules as to inspection of the canteen **books**?

*A.* They are open to public inspection with the C. officer's sanction, and are produced at the monthly stock-taking, and the general officer's inspection. [*id.*, §§ 75, 76.]

*Q.* State the course to be followed in examining the books at the monthly **stock-taking**.

*A.* (a) Stock is to be taken on the 1st of the month (the canteen being closed till noon; (b) Stock shown in the bills is to be compared with that in the "stock and cash ledger"; (c) Consumption in "daily stock book" is to be compared with receipts in "daily cash book"; (d) Correctness of the monthly abstract and other accounts is to be verified. [*id.*, § 76.]

*Q.* What course is to be followed as to **wastage**?

*A.* Drainage of liquors and refuse of casks is to be returned to brewers in exchange for good liquor. Committees are to ascertain the actual losses and profits inseparable from retail sale, and in accounts with the canteen serjeant the allowance admitted by the trade is to be made. In the case of gain the canteen fund will receive it, but in that of loss the serjeant will be responsible to the C. officer. [*id.*, § 77.]

*Q.* What rules are made for the **care of money** of the canteen?

*A.* The proceeds of sales are to be handed over daily by the canteen serjeant to the committee of officers, and the amount will be lodged by the president with the paymaster, or otherwise in security, as the committee, with the C. officer's concurrence, may arrange. Neither the paymaster's sureties, nor the public, will bear the loss of canteen funds placed in his hands. Sums "on account" may only be drawn on the signature of two officers of the committee. No cheques are to be cashed, or bills discounted, without the sanction of the committee. [*id.*, § 78.]

*Q.* State some rules as to the terms on which the **building fixtures** and **bar stock** of canteens are held by the troops.

*A.* A rent to cover the cost of maintenance of the building is paid monthly to the commissary. Certain fixtures are supplied without charge; on others the troops pay a percentage monthly, and others are provided by the troops. Bar stock (supplied in the first instance by the public at a charge of 1 per cent per month on the cost) is purchased, as funds accumulate, by the canteen. The cost of the beer engine is charged to the public, its repairs to the

canteen. The sum of 6s. per "pull" is to be added to the rent, to cover the cost of renewing the beer engine. The canteen stock is to be insured against fire at the expense of the fund.

[*Q. Reg.*, 15, §§ 79, 81, 82, 83.]

*Q.* How are losses and damages of public property held by the canteen to be assessed?

*A.* In the usual way; and the canteen fund, or the canteen serjeant, as the C. officer may direct, must hand the amount to the commissary, who will make good the damages. The canteen serjeant should note damages chargeable to individuals [*id.*, § 80.]

*Q.* What charges are to be paid out of canteen profits?

*A.* All canteen charges including—(a) payment for articles; (b) rent; (c) purchase of and percentage on bar stock or furniture; (d) damages; (e) insurance; (f) wages; (g) fuel and light; (h) cleaning; (i) rates. [*id.*, § 84.]

*Q.* What is the rule as to *accumulation* of profits?

*A.* Profits are to accumulate to the extent of £50 (exclusive of stock), or of £50 for each regiment, in the case of brigade or garrison canteens. Any surplus, after meeting specified charges, may be expended by the committee, with sanction of the C. officer, so as to benefit the soldiers. [*id.*, § 85.]

*Q.* State shortly the objects to which surplus canteen profits may be *appropriated*.

*A.* Purchase of additional papers, &c., for the library and recreation room, or of apparatus for games, theatricals, &c.; repairs in skittle alleys; prizes for sports; garden expenses; purchases for the canteen; Christmas messing; refreshment on field days; coffee on guard; reduction of messing; whitewash brushes, sawdust for rooms, &c. [*id.*, § 86.]

*Q.* What proportion of canteen profits may be appropriated for the serjeants' mess and soldiers' families?

*A.* Serjeants' mess (if dealing with the canteen) 6 per cent, families not more than 10 per cent of each quarterly balance. [*id.*]

*Q.* Name some *restrictions* on the application of canteen profits, specially laid down in the Regulations.

*A.* They are not to be applied to the conveyance of families, baggage, or regimental stores; provision of regimental clothing, &c.; prizes for shooting or garden cultivation; hire of cricket grounds; religious services, &c.; charities, except such as are established for the benefit generally of the troops or their families; or to defraying the cost of anything that is supplied by government.

[*id.*, § 87; *G. O.*, 90, 1874.]

*Q.* What persons only may **purchase articles** from the canteen?

*A.* Officers, N.-C. officers, soldiers, and their families; and they

are restricted to their own canteen, except as regards such articles as may be consumed on the spot in other canteens. [*Q. Reg.*, 15, § 88.]

*Q.* State some of the rules as to the payment for, and delivery of, articles purchased at the canteen.

*A.* Every article will be paid for in cash, except those in the mess passbooks, or for serjeants' messes, which may be paid weekly. Nothing is to be taken out of barracks to officers or men, except on written requisition. Malt liquor may be taken to the barrack rooms for dinner. [*id.*]

*Q.* Is the practice of retailing any article obtained at the canteen permitted?

*A.* No. [*id.*, § 89.]

*Q.* Who are to visit the canteen? How often, and with what view are the visits to be made?

*A.* A member of committee, the C. officer, and the orderly officers will visit frequently to see that no irregularity takes place; a medical officer will visit occasionally to ascertain the quality of the articles sold. [*id.*, § 90.]

*Q.* Are the canteen weights, &c., liable to be tested by the local inspector?

*A.* Yes; defects are to be reported to the Secretary of State for War. [*id.*, § 91.]

*Q.* State some of the arrangements as to the canteen which should be made when a regiment changes station.

*A.* The stock should be kept low in anticipation, and should never exceed £200 in value. Canteen serjeants may be sent on to take over stock from the outgoing regiment, and the local contractor should take back at cost price all undamaged articles. Expenses consequent on a change of station are to be defrayed out of the canteen fund. [*id.*, § 93.]

### *Garrison Libraries.*

*Q.* What is the amount of the government grant for the maintenance of libraries and in aid of the recreation rooms?

*A.* £2, 10s. per annum for each company. [*Q. Reg.*, 15, § 96.]

*Q.* Do books, periodicals, newspapers, games, purchased out of the government grant belong to the library?

*A.* Books do; but periodicals out of the government grant belong to the corps. [*id.*]

*Q.* State the rules for the payment and receipt of the quarterly contribution of 5s. per company to libraries.

*A.* It is to be paid on the first day of each quarter by each company in garrison on that day to the commissary. [*id.*]

*Q.* When companies are detached, is the contribution of 5s. per quarter to be paid to the library at the head-quarter station?

A. It is to be paid to the library of the station at which they are serving, if there is one; to the library at the head-quarter station, if there is not. In the latter case, the detachment will be supplied with books from the head-quarter station library, defraying the cost of carriage out of recreation room funds.

[*Q. Reg.*, 15, § 98.]

Q. Detail some of the principal points in the constitution of garrison libraries.

A. The garrison library, which is under the supervision of the Director General of Education, constitutes a central depot from which books are issued to the recreation rooms. The books are available to the subscribers to recreation rooms, and also on payment of 1s. a month to the officers of the garrison. [*id.*, § 100.]

Q. How and by whom are damages to library books assessed?

A. A monthly inspection is made by an officer (not under captain), accompanied by the quartermasters of corps, at which charges are assessed. [*id.*, §§ 106, 107.]

Q. How are charges for library damages attested and recovered?

A. Attested by the signature of the inspecting officer, and recovered by paymasters. [*id.*, § 107.]

### *Regimental Recreation Rooms.*

Q. What accommodation is to be allotted to recreation rooms?

A. Apartments specially furnished and supplied with fuel and light. Where there is only one regiment the recreation room will serve also as the library; when practicable, every regiment should have one room for reading, another for games, with a bar for refreshments. A reading room should be provided for a detachment. [*Q. Reg.*, 15, § 118.]

Q. Who may be subscribers to the recreation rooms?

A. N.-C. officers, soldiers, and departmental subordinates (admitted by the committee with the C. officer's sanction). [*id.*, § 119.]

Q. What are the rates of the subscription to the recreation rooms, and by whom is it to be collected?

A. Not exceeding (per month), for a serjeant, 6d.; corporal 4d.; private 3d.; as may be fixed by the regimental committee, with the C. officer's approval. The amount is collected by the paymaster. [*id.*]

Q. How are payments on account of recreation rooms made?

A. They are made by the pay master on the requisition of the regimental committee, countersigned by the C. officer or treasurer. [*id.*, § 120.]

Q. How is the recreation room committee formed and appointed?

A. The president (not under rank of colour-serjeant) is ap-

pointed by the C. officer ; the members (N.-C. officers and privates in proportions fixed by the C. officer) are elected annually by subscribers. [Q. Reg., 15, § 121.]

Q. What are the duties of the recreation room committee ?

A. To superintend management and expense, recommend books for the library, and periodicals, &c., for the recreation room. [id.]

Q. What remuneration out of the recreation room funds is the **regimental librarian** to receive ?

A. Such as the committee, with the C. officer's approval, may determine. [id., § 122.]

Q. What are the duties of the **regimental librarian** ?

A. To maintain order, regularity, and cleanliness in the recreation rooms ; to obtain books from the library, and circulate them amongst subscribers ; to return the same ; and to report all damages to the committee. [id., §§ 122, 123.]

Q. By whom are all newspapers and periodicals admitted into any recreation room to be sanctioned ?

A. The C. officer. [id., § 124.]

Q. What are the rules as to **smoking and refreshment** in the recreation room ?

A. Smoking is permitted at the discretion of the C. officer ; tea, coffee, &c., may be supplied, but not wine, beer, or spirits. [id., § 125.]

Q. What **extra hours** are sanctioned for recreation rooms, and for whose benefit ?

A. The rooms may be kept open till 10.30 P.M. (April to September), and 10 P.M. (October to March), for men who have leave to attend after tattoo. [id., § 126.]

Q. How are **games, &c.**, supplied for recreation rooms ?

A. At the public expense. [id., § 127.]

Q. How are damages to games assessed ?

A. In the usual way. Charges are paid out of the recreation room fund, when not assessed against individuals. [id.]

## MOVEMENT OF TROOPS BY LAND.

### *Marches.*

Q. State generally the **duty of officers** on the march.

A. To exert attention and vigilance ; to maintain discipline and regularity ; to preserve the compact order of the column, by not allowing irregular intervals, straggling, or falling out, except during halts. [Q. Reg., 16, §§ 1, 2.]

Q. In selecting places for **halts**, what should officers avoid ?

A. Halting near public houses. [id.]

**Q.** May **C. officers** disregard the rules for marches under any circumstances?

**A.** Their doing so can only be justified by necessity, or by the attainment of an obvious advantage. [*Q. Reg.*, 16, § 3.]

**Q.** At what **hour** should marches commence?

**A.** As a rule at daybreak; and, in sultry weather, earlier.

[*id.*, § 4.]

**Q.** State some of the advantages of **early marching**?

**A.** The march need not be hurried; proper halts may be observed; heats may be avoided; breakfast may be provided on the road, and the march completed in time for rest and dinner, and to enable the men to clean and prepare for evening parade. The officers have time to visit billets, &c. [*id.*]

**Q.** How should the men be employed **after a march**?

**A.** In putting arms and appointments in order. [*id.*, § 5.]

**Q.** May men leave their quarters after a march?

**A.** Not until able to appear properly dressed. [*id.*]

**Q.** What is the rule as to the **evening parade** on the march?

**A.** Parade or inspection of billets should never be dispensed with if the weather permits. [*id.*]

**Q.** What are the orders as to **alarm posts** on the march?

**A.** They are to be invariably established in some central position, and the men made acquainted with them. [*id.*, § 6.]

**Q.** What rules are to be observed in assorting the **billets** of troops quartered in towns?

**A.** The officer who draws them should assort them, so that the men of each company may be together; and the officers should be as near as possible to their men. [*id.*, § 7.]

**Q.** By whom are troops in billets to be superintended?

**A.** By the officers and N.-C. officers. [*id.*]

**Q.** When soldiers on the march, or awaiting embarkation, are in barracks in which there is no accommodation for the officers, how should the latter be quartered?

**A.** In billets. [*id.*, § 8.]

**Q.** When soldiers travel singly, or in small parties, what steps should be taken to ensure the settlement of the legal claims of the persons on whom they are billeted?

**A.** They should be furnished with sufficient money, and instructed to discharge such claims, as required by the Mutiny Act, before they leave their billets. [*id.*, § 9.]

**Q.** When soldiers are detached to a military station on temporary duty, are they to be billeted?

**A.** No; they are to be attached to the troops. [*id.*]

**Q.** Should troops always march with **advanced and rear guards**?

**A.** Yes. [*id.*, § 11.]

Q. How are men who fall out on the march taken charge of?

A. The rear guard brings them up. If unable to march, a soldier is to be given in charge of a corporal or steady man.

[Q. *Reg*, 16, § 11.]

Q. To whom is the commander of the rear guard to report all occurrences at the end of each day's march?

A. The commander of the column. [id.]

Q. Are movements of troops or dispositions of march always to be put in **orders**?

A. No; on active service the orders may be delivered only to persons they concern. [id., § 12.]

Q. What step is to be taken by the commander of troops, under orders to move, with a view to secure **rations** for his men?

A. Immediately on receiving the order, he is to forward a notice (W. O. form) to the district controller, and one to the controller of any district to which he may be proceeding. [id., § 13.]

Q. In what case should an **armed party** proceeding on any duty invariably be accompanied by an officer?

A. When its strength exceeds 20 men. [id., § 14.]

Q. When an armed party is called out for an unusual duty, what should the officer acquaint himself with?

A. All orders that bear on the service he may be called upon to perform. [id.]

Q. How should C. officers of detachments without medical officers obtain medical aid for the men?

A. If no army or militia medical officer be available, recourse is to be had to a civil practitioner. [id., § 16.]

Q. When medical aid is afforded to a detachment by a *civil practitioner*, to whom is the circumstance to be reported?

A. To the officer commanding the regiment. [id.]

Q. Name some of the rules as to the care of **routes**.

A. Routes are issued by the Q.-M. general, and their receipt is to be acknowledged by return of post; care is to be taken to prevent a route becoming defaced, torn, or illegible. [id., § 18.]

Q. Do officers when proceeding on duty, without troops, require routes?

A. No. [id.]

Q. When an **officer** ordered to join his regiment or to proceed on any duty allows unnecessary delay to occur, what steps are to be taken?

A. A report is to be made by his C. officer to the A.-general. [id., § 20.]

Q. What are the rules as to winter **route marching** on home service?

A. It should be practised for 8 or 10 miles once a week in

winter, in marching order, with full kits, after breakfast, or about 9 A.M., so as not to interfere with the dinner. Every man to be in the ranks. [Q. *Reg.*, 16, §§ 28, 29.]

Q. What is to be attended to by C. officers and captains as to the **fitting of boots, &c.**?

A. That the boots fit. On the march the men should wash their feet daily, and soap them, or the inside of their socks, before starting. [*id.*, § 30.]

### *Baggage.*

Q. What limits are fixed for the **size and weight** of articles of baggage?

A. Length, 3 feet 6 inches; breadth, 2 feet; depth, 2 feet 3 inches; weight, 3 cwt. [Q. *Reg.*, 16, § 22.]

Q. How should all baggage be **marked**?

A. Public baggage should be numbered and marked. Private baggage should bear the rank and name of the owner. [*id.*, § 23.]

Q. Describe the duties of the officer of a **baggage guard**.

A. He is to tell off his men to the wagons, and to make them accountable that nothing is taken off; the men are never to put their arms on the wagons, but are to march by the sides with bayonets fixed. The officer is responsible that the drivers and horses are not ill-used, and that nothing is required of them to which they are not bound by Act of Parliament or agreement. At night the wagons are to be parked, so as to occupy as little space as possible, and placed under sentries. [*id.*, § 24.]

Q. What are the Regulations as to the **impressment** of wagons where army transport is not available for conveyance of baggage to and from a barrack, station, wharf, &c., at home?

A. Officers are to avail themselves of the powers conferred by the Mutiny Act. An officer or N.-C. officer should be sent in advance to procure wagons. [*id.*, § 25.]

Q. Is baggage to be **loaded** and unloaded by the drivers of the army service corps or by the troops?

A. Altogether by the latter. [*id.*, § 26.]

Q. Under whose superintendence and direction is the packing of **army service wagons** to be effected?

A. That of the officer or N.-C. officer commanding the detachment of the army service corps. [*id.*]

### *Movements by Railway.*

Q. When troops are to move by railway, what **notice** to the station-master should be given?



*A.* One day's notice of the number of officers, men, families, and of the quantity of baggage. [*Q. Reg.*, 16, § 31.]

*Q.* What arrangements should be made as to **women and children** accompanying troops by rail?

*A.* They should be placed in the train by a N.-C. officer (furnished with a nominal list) an hour before the hour named for starting. [*id.*, § 32.]

*Q.* What are the rules as to conveyance of light **baggage** in trains with troops?

*A.* A small quantity may be sent (if possible, by army transport) to the station with the women and children. The officers' servants will accompany it as a guard, and as soon as it is placed in the train they will enter the carriages allotted to them. [*id.*, § 34.]

*Q.* When troops are to proceed by rail on home service, what is to be done with the heavy baggage?

*A.* Regiments receive a special allowance for its conveyance, and are therefore required to make their own arrangements. [*id.*, § 35.]

*Q.* At what rate should baggage be charged for by the railway?

*A.* 2*d.* per ton per mile. [*id.*]

*Q.* When an **officer travelling** on duty by rail claims to be charged at the reduced fare, what must he produce to the clerk?

*A.* A certificate or order by his C. officer, showing that he is entitled to the reduction. [*id.*]

*Q.* By what trains only should officers and soldiers travel?

*A.* They are not to travel by the limited mail, unless they pay full fare. In the absence of special orders to the contrary, C. officers must take care that all soldiers travelling on duty shall proceed by ordinary trains. [*id.*]

## MOVEMENT OF TROOPS BY SEA.

### *Embarkations.*

*Q.* What medical document should accompany each soldier with a **draft**?

*A.* A certificate of fitness for foreign service. [*Q. Reg.*, 17, § 2.]

*Q.* What is the rule as to **medical inspection** of troops on embarkation?

*A.* Every soldier, woman, and child, is to be examined on the day of departure from the station, or on the previous day; and individuals with contagious or infectious disease are to be detained. [*id.*, § 3.]

*Q.* What **returns before embarkation** are required?

*A.* A numerical return (W. O. form) to the Q.-M. general when

called for, amended in case of any casualty ; (2.) A corresponding return with additional information (W. O. form) to the general at the port about a week before the troops arrive there. In the case of a *draft*, duplicate copies of this report, with a nominal roll inserted, will accompany it to the port and be handed to the superintending officer, who will give one copy to the C. officer of the troops on board. [Q. Reg., 17, § 5.]

Q. How long and for what purpose should the officer placed in charge of a **draft** be present with his men before embarkation ?

A. At least 10 days, to ascertain that all are provided with sea kits, and that the necessary arrangements are made. He will proceed with them to the port. [id., § 6.]

Q. When should **sea necessaries** be issued to troops embarking ?

A. After embarkation. [id.]

Q. If soldiers embarking are already in possession of sea necessaries, is a duplicate supply to be given ?

A. No. [id.]

Q. What should be attended to especially to ensure that the men shall be ready for the line of march on landing ?

A. That each man has two pairs of serviceable boots. [id.]

Q. Are men embarking to be supplied with **tobacco** ?

A. Only such as desire it. [id.]

Q. What arrangements for **berthing** the troops should be made ?

A. Before embarkation, the space between decks should be allotted to companies, and men told off in messes. [id., § 13.]

Q. When troops are to embark in H. M. Indian troop ships, what should be published in regimental orders beforehand ?

A. Extracts from the Regulations for such ships. [id., § 14.]

Q. What are the rules for officers as to reporting themselves and wearing **uniform** on board ship ?

A. Officers on duty will report themselves in uniform to the officer superintending the embarkation, and afterwards to the C. officer of the troops. All officers are to report themselves in uniform in H. M. troop ships, and to wear uniform (except in their cabins). [id., § 15.]

Q. What **rugs** are issued to soldiers proceeding coastwise by night, in winter, between ports at home ?

A. One to each soldier, from the barrack stores at the port, to be accounted for to the control department on landing. [id., § 18.]

Q. When troops embark for coasting voyages in troop ships, how are **blankets** obtained ?

A. One per man will be issued from the ship's store, unless the C. officer shall notify in writing to the captain that they are not required. [id.]

**Q.** What arrangement should be made in ships for the reception of the soldier's **arms**?

**A.** Arm racks are to be provided in a part of the vessel likely to afford freedom from rust and facility of access.

[*Q. Reg.*, 17, § 19.

**Q.** Should arms be placed in racks vertically or horizontally?

**A.** Vertically. [*id.*

**Q.** When regiments or armed detachments embark for foreign service, what service **ammunition** will be put on board?

**A.** 60 rounds per rifle embarked. [*id.*, § 20.

**Q.** What are **C. officers** to ascertain before sailing as to the **ammunition**?

**A.** That it has been properly secured in the ship's magazine. [*id.*

**Q.** What is to be done on embarkation with the pouches when these contain **ammunition**?

**A.** They are to be collected before the men go below, and stowed away in the magazine, if there is one, or in a secure place. [*id.*, § 21.

**Q.** When **unarmed drafts** embark, what arms, accoutrements, and **ammunition** should be taken on board for exercise?

**A.** Second class arms and accoutrements for 10 per cent of the strength, 60 rounds per rifle, except in H. M. Indian troop ships, where **ammunition** is kept on board, and one bugle or drum.

[*id.*, § 22.

**Q.** What are the rules as to **measuring baggage** for embarkation?

**A.** General officers are to restrict the quantity to the authorized proportions, and cause it to be measured. [*id.*, § 29.

**Q.** How is the authorized measurement of baggage for embarkation computed?

**A.** 5 cubic feet are allowed by sea for every cwt. allowed by land. [*id.*

**Q.** What are the rules as to **marking baggage** for embarkation?

**A.** Every regimental article is to be legibly marked in paint with designation of corps and contents; all personal property with rank, name, and corps of owner. Baggage intended for the baggage room or cabin should be so marked. [*id.*

**Q.** State some of the rules for **embarking baggage**.

**A.** The regulated quantity only is forwarded as public baggage to the port in charge of an officer, who is responsible that none in excess is put on board for conveyance at the public expense. In the case of detachments, the baggage will accompany them to the port. The officer who is to command the troops on board is to notify the day and hour when the baggage will arrive to the **C. officer** at the port. "Heavy baggage" should be embarked the day before the troops. "Light baggage" is limited to small packages; and "passenger's baggage" to wearing apparel, &c. [*id.*, §§ 29, 34.

**Q.** How is **baggage in excess** of the allowance conveyed?

**A.** Under private arrangements, and at the expense of the owners. If in the same ship, it is kept separate from the regulation baggage. [Q. Reg., 17, § 30.]

**Q.** Name some rules for the **stowage of baggage**.

**A.** No baggage is to encumber the decks. Articles packed in an insecure or dangerous manner are not to be received. [id., § 31.]

**Q.** What rules are to be observed on embarkation as to **explosive or combustible articles**?

**A.** They are to be excluded. [id., § 32.]

**Q.** When troops embark for active service in the field, what **soldiers' wives** may accompany them?

**A.** None. [id., § 36.]

**Q.** When a regiment embarks for garrison duty abroad, what **soldiers' wives** may accompany it?

**A.** Those on the married establishment. [id.]

**Q.** Should soldiers' families embark before or after the troops?

**A.** Before. [id., § 39.]

**Q.** When soldiers' wives proceed direct from their homes to a port of embarkation, when should they be instructed to arrive?

**A.** Not later than noon on the day before the embarkation. [id., § 37.]

**Q.** Under whose **superintendence** should all embarkations take place?

**A.** That of the C. officer of the station. [id., § 40.]

**Q.** Under whose orders do troops remain after embarkation until they go to sea?

**A.** The C. officer of the station. [id.]

**Q.** How often and by whom should **troops detained at a port** after embarkation be visited?

**A.** Daily by the C. officer of the station, or a staff officer deputed by him. [id.]

**Q.** What **returns to the commander** of the ship are to be made by the military C. officer on embarkation?

**A.** A nominal and numerical list of the troops. [id., § 42.]

**Q.** What are the rules as to making out and forwarding **embarkation returns**?

**A.** The return of a regiment is to be prepared beforehand by the C. officer, and forwarded as soon as the troops are on board in duplicate to the Q.-M. general, through the general at the station, who will receive a third copy. In the case of drafts, the officer superintending the embarkation compiles the return from the returns of the officers in charge. The C. officer on board will be furnished with a copy. [id., § 43.]

**Q.** What is the rule as to nominal **rolls of drafts** for India?

A. Officers in charge are to be furnished by depots with nominal rolls showing date of enlistment and age of every man. These are to be handed to superintending officers, who are responsible that all changes are inserted, and that they are delivered to the embarking officer to be forwarded to the A.-general. [Q. Reg., 17, § 44.]

Q. What detailed **return of detachments coming home** should be forwarded in advance, if possible, or with the officer in charge, if otherwise?

A. A return in duplicate to the Q.-M. general by the C. officer at the port of embarkation. [id., § 45; G. O., 5, 1875.]

Q. What **books of regulation** relative to the transport service are to be accessible to all military C. officers at sea?

A. *In hired ships*, Regulations of H. M. Transport Service; copies of Ship's Charter Party, and of Instructions for Masters of Troop Ships. *In H. M. ships*, Regulations for Troop (or Indian Troop) Ships, Queen's Regulations (Naval), and Admiralty Instructions. [Q. Reg., 17, § 46.]

Q. Are the military C. officers at sea bound to furnish certificates and returns prescribed by the Naval and Transport Regulations, &c.?

A. Yes. [id.]

Q. When and by whom are C. officers of troops embarking furnished with the forms which they are to fill up during the voyage?

A. Before leaving the port by the superintending staff officer. [id., § 47.]

Q. How are officers' **passages**, when proceeding to and from foreign stations at the public expense, to be obtained?

A. By application, at home to the A.-general; abroad, to the general officer commanding. [id., § 56.]

Q. When a passage has been provided for an officer, by whom will the place and date of embarkation be intimated to him.

A. The Q.-M. general. [id., § 57.]

Q. When an officer proceeds to a foreign station without troops, what **departure reports** are rendered?

A. A report to the A.-general of the date and place of embarkation, name of vessel, and port of destination. When officers receive orders to embark from the Q.-M. general, they will also report to him. [id., § 59.]

Q. When an officer is **detained at a port** of embarkation, by whom and how is he to be attached to troops?

A. The C. officer will attach him to troops at the station, and report to the Q.-M. general through the general. [id., § 60.]

Q. By whom are officers' **mess certificates** signed?

A. *In hired ships*, by the officers; *in H. M. ships*, a statement in lieu of certificates is signed by the military C. officer. [id.,

*Duties on Board Ship.*

*Q.* When troops are embarked in **H. M. ships**, under what laws, regulations, and command are they placed?

*A.* Under the laws and regulations for the navy, and in respect to these, under the command of the senior officer of the ship as well as the superior officer of the squadron. [*Q. Reg.*, 17, § 63.]

*Q.* If any officer or soldier shall commit any act against the discipline of the ship of war in which he is embarked, what course may be followed by the captain of the ship?

*A.* He may cause the offender to be put in arrest or confined as a close prisoner, and transmit written charges to his superior officer, or if there be no senior officer present, to the C.-in-Chief of land forces, in order that the case may be tried by a military C.-martial. [*id.*]

*Q.* If an officer or soldier embarked in any of H. M. ships commits an act which, in the opinion of the military C. officer, requires trial by C.-martial, what course is the latter to follow?

*A.* With the concurrence of the captain of the ship, he is to cause the offender to be disembarked or removed to a transport, to be proceeded against under military law. [*id.*]

*Q.* May a military C.-martial be held in a ship in commission?

*A.* No. [*id.*]

*Q.* If any private soldier in a ship of war commits an offence requiring the infliction of any summary punishment for which a warrant is necessary, what course is to be followed?

*A.* Having obtained the concurrence in writing of the military C. officer as to the punishment, the captain of the ship is by warrant under his hand to award punishment accordingly, in conformity with the Naval Discipline Act. Should the military C. officer decline to concur, he is to state his reasons in writing, and deliver them to the captain of the ship. [*id.*]

*Q.* What is the rule as to the award of summary punishments in H. M. ships when no warrant for their infliction is required?

*A.* The military C. officer, on receiving a written notification to that effect from the captain of the ship, may award such summary punishments as the Naval Regulations permit. [*id.*]

*Q.* In whom is the command of troops in **hired ships** vested?

*A.* In the senior combatant officer of any arm doing duty.

[*id.*, § 64.]

*Q.* Whose leave must be obtained before an officer can quit **his ship** after embarkation?

*A.* That of the officer under whose direction the embarkation takes place. [*id.*, § 65.]

**Q.** Name some of the **first duties** of officers after embarkation.

**A.** To see that the men are allotted to berths, divided into messes, and instructed in rolling up bedding and slinging hammocks; that their knapsacks, arms, ammunition, and accoutrements, are properly disposed of; and that their necessaries are marked, and the hammocks and canvas bags numbered. [*Q. Reg.*, 17, § 65.]

**Q.** What **orders** are to be read to the men as soon as possible after embarkation?

**A.** The Queen's Regulations relative to smoking and the use of lights on board ship. [*id.*, § 66.]

**Q.** To what extent are **troops to assist** in the general duty of the ship?

**A.** C. officers are to pay attention to every requisition consistent with the good of the service made to them by masters of hired transports. The most competent man is to be appointed cook for the troops, and may be assisted as required. Soldiers may assist in the duties of the ship, but are not to be compelled to go aloft. They are not to be employed as stokers, &c., unless they volunteer, and are certified to be medically fit for such service. [*id.*, § 67.]

**Q.** Are officers embarked in H. M. ships always to wear **uniform**?

**A.** Yes; except when in their own cabins. [*id.*, § 68.]

**Q.** What officers are detailed for **daily duty** in each ship?

**A.** An officer, and, when there are more than two captains besides the C. officer, a captain of the day. [*id.*, § 69.]

**Q.** Describe the duty of the officer of the day on board ship.

**A.** To see all orders and every regulation for troops on board ship carried into effect. [*id.*]

**Q.** Who is considered officer of the guard on board ship?

**A.** The officer of the day. [*id.*]

**Q.** To whom are the officer of the day and the officer of the watch to report unusual occurrences?

**A.** To the captain of the day. [*id.*]

**Q.** Into how many **watches** should the troops on board be divided?

**A.** Three, exclusive of the guard. [*id.*, § 70.]

**Q.** What number of men should always be on deck, and under whose charge are they placed?

**A.** One watch, with a subaltern in charge. In fine weather every man is to be on deck during the day. [*id.*]

**Q.** When should the watches be relieved?

**A.** At 8 A.M. and 8 P.M. [*id.*]

**Q.** What are the rules as to the **guard** on board ship?

**A.** A company should be selected either for the period of voyage, or to be relieved every week at 8 A.M. on Saturday morning. Its strength should be in proportion to the numbers emb

and the sentries required for the security of the vessel and the maintenance of order. It should be berthed separately, and told off into as many reliefs as possible for each post. The sentries are to be relieved every two hours, and to mount in harbour with arms; at sea with bayonets only. In fine weather the guard should be exercised with arms before marching off.

[*Q. Reg.*, 17, §§ 71, 72.]

*Q.* What is the rule as to **airing bedding** and clothing at sea?

*A.* Bedding is to be brought on deck every morning (weather permitting). Clothing is to be aired when circumstances permit.

[*id.*, § 73.]

*Q.* After bedding is brought up, how are the men employed in hired ships?

*A.* In sweeping, scrubbing, and scraping the **berths and decks**.

[*id.*, § 74.]

*Q.* By whom and when should the upper decks be washed?

*A.* By the morning watch daily, before the bedding is brought up.

[*id.*

*Q.* How often may washing between decks take place?

*A.* Not oftener than twice a week, and then only when the weather is dry.

[*id.*

*Q.* How often should the boards of the lower berths be removed?

*A.* Once or twice a week.

[*id.*

*Q.* What special rules are laid down as to washing berth decks in H. M. troop ships?

*A.* They are to be washed only when necessary; they should be dried before the troops go upon them; and on homeward voyages from India, after passing Gibraltar, hot water and soap, or in very wet weather hot dry sand (without water), should be used.

[*id.*, § 75.]

*Q.* Describe the orderly officer's duty as to the disposal of hammocks and cleaning of berths.

*A.* He should see that the hammocks are hung up before watch-setting; and again stowed away in the hammock nettings (weather permitting) on the troops rising. He should be present and direct at the cleaning of the berths, &c.

[*id.*, § 76.]

*Q.* For what purpose is the officer of the day to attend the **men's dinner**?

*A.* To see that the men are regular at their messes, and report to the C. officer any neglect in victualling.

[*id.*, § 77.]

*Q.* When a C. officer is dissatisfied with the victualling or with the conduct of the master of a vessel, what should he do?

*A.* Complain to the transport officer. If there is no such officer on board, minutes should be taken.

[*id.*, § 77.]

*Q.* Name some of the rules as to the **issue of spirits** at sea.

*A.* When porter is not procurable, and any spirit is supplied



with the ration, it is to be mixed with three parts of water, and issued in presence of the officer of the day. Raw spirit is never to be issued in the morning or before dinner. [*Q. Reg.*, 17, § 78.]

*Q.* How often, and how are troops on board ship to parade?

*A.* Daily at 10 o'clock A.M. (without shoes or stockings, in warm climates). The parade should be in marching order, once in each week, when necessities arms, and appointments, are to be inspected. [*id.*, §§ 79, 80.]

*Q.* How often are cooks on board ship to parade?

*A.* Once a day. [*id.*, § 79.]

*Q.* What are the regulations as to exercise and drill at sea?

*A.* The troops should occasionally be summoned to quarters by the beat to arms. Such as are told off to guns should be frequently instructed and practised. Recruits or awkward men are to be drilled for an hour (forenoon and afternoon) when the weather permits. [*id.*, § 81.]

*Q.* What are the orders as to divine service at sea?

*A.* It is to be performed every Sunday. [*id.*, § 82.]

*Q.* What Regulations are established with a view to prevent the occurrence of fire on board ship?

*A.* (a) As soon as possible after embarkation, the C. officer will read to the troops the Regulations relating to fires, and in conjunction with the master of the ship will tell off the men to their alarm stations. (b) The troops must be frequently mustered and exercised at their stations. (c) Every evening at sunset the fire engines and pumps are to be prepared for use, hose screwed on, and buckets filled. (d) The troop-decks are to be inspected every half hour by night, by a N.-C. officer of the watch, and every hour by the officer of the watch. (e) A sentry is to be placed at the cooking place—or one on each, if numbers admit of it—with orders not to allow fire of any kind to be taken without permission. No lights are to be permitted amongst the men except in lanterns.

[*G. O.*, 25, 1875.]

*Q.* In case a fire occurs on board ship what is to be done?

*A.* (1.) The first thing to be impressed on all is—silence. (2.) Officers and men will fall in and await orders. (3.) The watch on deck will assist to shorten sail, and then repair to stations, and the watch below will stow hammocks. (4.) N.-C. officers of each mess will see scuttles closed before going to their stations. (5.) All sentries will be doubled, and a guard placed over the spirit room. (6.) The C. officer, with such others as he may select, will be on the quarter-deck, the other officers with their companies. (7.) Armed sentries will be placed round the upper deck, to prevent any one getting into the boats or leaving the ship without orders. (8.)

Parties will be told off to pumps and buckets. (9.) Officers' wives and children, and females occupying after-part of ship, will be in saloon under an officer. (10.) Women and children occupying fore-part of ship will be on main troop deck under a N.-C. officer. [G. O., 25, 1875.]

Q. In case of any alarm or **danger other than that arising from fire**, what is the C. officer to do in conjunction with the master of the vessel?

A. To arrange for maintaining discipline and preventing boats being used without orders. [id.]

Q. Are the Queen's Regulations on the subject of fires, &c., or the Regulations for H. M. troop ships to be followed in these ships?

A. The Regulations for H. M. troop ships. [id.]

Q. At what hour in the evening should every man (not on duty) be in his berth?

A. Before lights are extinguished. [Q. Reg., 17, § 84.]

Q. Whose duty is it to see that the men are in their berths at the proper hour on board ship?

A. That of the officer of the day. [id.]

Q. Name some of the rules as to **smoking** on board ship.

A. It is not to be permitted except at fixed hours. The use of matches is forbidden. [id., § 85.]

Q. At what hour should all **lights** and fires be extinguished on board ship?

A. Lights on deck at 8 P.M. at sea, and 9 P.M. in harbour. In officers' mess room, 11 P.M., and in cabins at 11.15 P.M. Fires at 8.30 P.M. unless required by the surgeon. [id., § 86.]

Q. What are the orders regarding fumigation and the use of disinfectants and **windsails** at sea?

A. The ship is to be frequently fumigated, and the latrines flushed and disinfected. Windsails are to be constantly hung up, and it is the duty of the orderly officer and the sentries in the vicinity to see that they are never tied up. [id., §§ 87, 88, 89.]

Q. State some of the **rules of health** which should be observed by troops at sea.

A. Sleeping on deck should be prevented, unless under awnings; exercise should be encouraged; bathing, within prescribed restrictions, and washing should be enjoined; the men should change their linen twice a week, and their clothes when wet.

[id., §§ 90, 91, 92, 93.]

Q. How often should the men be examined by a medical officer on board ship?

A. Daily, at morning parade. [id., § 94.]

Q. What are the rules as to the introduction of fruits, **vegetables**, **liquors** when a ship with troops arrives at a port?

*A.* Such fruit and vegetables only should be used as are recommended by the medical officers. Every precaution is to be taken to prevent liquor being brought on board. [*Q. Reg.*, 17, §§ 95, 96.]

### *Disembarkation.*

*Q.* When an officer arrives at any port in command of troops for disembarkation, to whom is he to report?

*A.* He will communicate with the C. officer of the station; and if such officer be superior in rank to himself, he will personally report to him the state of the troops. [*Q. Reg.*, 17, § 97.]

*Q.* What rules are to be observed by officers belonging to troops on board ship during their stay at any port?

*A.* They are to appear in uniform, and conform to the regulations of the garrison. [*id.*]

*Q.* When troops arrive or touch at any port at home, what is to be telegraphed to the Q.-M. general, and by whom?

*A.* The name of the ship, from whence arrived, and description of the troops on board, is to be telegraphed by the C. officer at the port, if a garrison; and, if not, by the C. officer on board. [*id.*]

*Q.* When a ship with troops arrives at its destination, by whom are the arrangements for disembarkation to be made?

*A.* By a staff officer, who will be ordered to visit the ship for the purpose. [*id.*, § 98.]

*Q.* To whom and how are disembarkation returns forwarded?

*A.* They are handed over in triplicate to the disembarking officer, for transmission, through the general officer (who retains a copy), to the Q.-M. general. [*id.*, § 99.]

*Q.* How are naval stores for the use of troops in H. M. ships to be received and accounted for?

*A.* In the same manner as barrack stores. [*id.*, § 102.]

*Q.* How are naval stores, medical comforts, &c., procured in hired ships?

*A.* From the master, on requisition. [*id.*, § 104.]

*Q.* How is a C. officer to account for W. O. stores on board ship?

*A.* He is to give a receipt for them. Payment for deficiencies is to be made to the control paymaster on disembarkation. [*id.*, § 107.]

*Q.* What rules are laid down as to the disposal on arrival of detachments coming home?

*A.* Invalids, and time-expired men, with their families, and orphans, will be sent to Netley, under the officer who had charge of them. Widows are to be sent to their homes. All other soldiers will be disposed of, under the instructions of the disembarking officer. [*id.*, §

**Q.** How should **documents** of detachments be sorted before disembarkation?

**A.** According to destinations. [Q. Reg., 17, § 111.]

**Q.** What precautions against **intoxication** should be taken by officers of troops disembarking?

**A.** Such as are necessary to prevent liquor being obtained. [id., § 114.]

**Q.** How should the **sorting of baggage** be carried out on disembarkation?

**A.** Articles should be collected separately, according to destination. [id.]

## **DEPOTS.**

### *Depots attached to Regiments of Infantry.*

**Q.** In what manner should **C. officers** of battalions act towards depots attached thereto?

**A.** As if they formed part of the battalions. [Q. Reg., 18, § 1.]

**Q.** Do the duties of **regimental staff** officers extend to attached depots?

**A.** Yes. [id., § 2.]

**Q.** What are the special duties of the **captain commanding** a depot, and how is he assisted?

**A.** To keep the depot books and records, prepare the returns, and conduct the correspondence under the supervision and responsibility of the lieut.-colonel commanding. He is assisted by a depot orderly room clerk, and will receive a copy of the general orders for each month. [id., § 3.]

**Q.** To whom and how is all **correspondence** relating to a depot to be addressed?

**A.** To the C. officer of the regiment it is attached to (marked depot — regiment in upper left hand corner), who will countersign and make his observations upon all communications from the depot. [id., § 5.]

**Q.** How do the depot officers **rank** with those of the regiment they are attached to?

**A.** According to the dates on which they were promoted in or transferred to their respective regiments; but in no case may a depot officer assume command of the regiment. [id., § 6.]

**Q.** What **period of service** at depots is authorized for officers?

**A.** Every officer on completing 2 years is to be considered under orders to join the regiment with the next draft, unless his presence is required earlier. [id., § 10.]

**Q.** What officers only should be selected to do duty with depots?

A. Such as are fitted to train and set a good example to young officers and soldiers. [Q. Reg., 18, § 11.]

Q. How is the **interchange of officers** between depot and service companies carried out?

A. C. officers of regiments report to the A.-general the names of the officers they recommend for depot service, and special reports are also to be made of officers who have completed their depot service or become supernumerary at the depot. [*id.*, §§ 11, 12.]

Q. When officers are ordered home to join the depot, when must they join?

A. On landing. [*id.*, § 11.]

Q. What are the rules as to selection of **N.-C. officers** for depot service?

A. Efficient well qualified men are to be selected. [*id.*, § 13.]

Q. What rules are laid down as to the promotion of **N.-C. officers** at depots?

A. C. officers of brigade depots and regiments to which depots are attached may appoint lance serjeants, lance corporals, trumpeters, buglers, or drummers for duty at the depot; but will make no promotion to rank of corporal or any higher grade, without the concurrence of the C. officer of the regiment to which the men belong, except when the corps is abroad, in which case promotion to the rank of corporal may be made without reference. [*id.*; G. O., 52, 1874.]

Q. What **returns, &c.**, are to be transmitted monthly between depots and service companies?

A. A *monthly return of depot*, with nominal lists, and other necessary reports, for the service companies; a *monthly state of the service companies*, with nominal lists of men sent home, casualties, and any necessary instructions for the depot. [Q. Reg., §§ 15, 16.]

Q. What **private soldiers** only are to belong to the depot?

A. Recruits under training (except those enlisted at the regiment), men fit only for home duty or proposed for invaliding, or unavailable for embarkation. Men of bad character, or under punishment, should not be sent to the depot. [*id.*, § 17.]

Q. Are soldiers who are useful at the depot to be excused proceeding in their turn to the service companies?

A. No.

Q. Of what men only should the service companies be composed? [*id.*]

A. Thoroughly drilled soldiers well instructed in the use of their arms. [*id.*, § 18.]

Q. In what order are soldiers at depots to be selected to join the service companies?

A. According to date of enlistment, if medically fit and otherwise eligible.

**Q.** What **documents** accompany soldiers sent to the service companies?

**A.** The usual transfer documents (except the attestations which will be detained at the depot); copies of records of service; balance sheet; nominal roll in duplicate; medical certificates of fitness.

[*Q. Reg.*, 18, § 19.

**Q.** What documents are to accompany soldiers sent home from abroad?

**A.** All the documents required by regulation in each case. Nominal rolls of invalids and time-expired men are to be sent to Netley a fortnight before the men embark. The judge's order for committal should accompany convicts. [*id.*, § 20.

**Q.** What is to be done with "*nominal rolls*" (in duplicate) which accompany soldiers from abroad?

**A.** The officer is to complete them, accounting for casualties, and transmit a copy to the depot. [*id.*

## **RECRUITING.**

### *Enlistment of Recruits.*

**Q.** Where are the **regulations** for enlistment, re-engagement, &c., to be found?

**A.** In the Acts of Parliament, Royal Pay Warrant, Army Medical Regulations, Army Circulars, and General Orders. [*Q. Reg.*, 19, § 1.

**Q.** Is it necessary that persons who enlist recruits should be in uniform?

**A.** Yes. [*id.*, § 6.

**Q.** May C. officers **recruit at their head-quarters** (without the aid of parties) without applying for authority?

**A.** Yes, if vacancies exist. [*id.*, § 7.

**Q.** May **recruits who abscond** before attestation, and are committed to confinement under the M. Act, be removed under military escort?

**A.** Not unless they have received pay in addition to enlisting money, which should be stated by the approving officer on the commitment report. [*id.*, § 8.

**Q.** By whom should the **surgical examination** of recruits be made?

**A.** By a military medical officer on full pay; or if no such officer be near, by a medical officer of auxiliary forces resident at the place; or if neither be available, by any specially authorized civilian practitioner. [*id.*, § 10.

**Q.** Through whom must special authority be obtained for the enlistment of **foreigners** or recruits not conformable to regulations to age and standard?

A. The A.-general. In the case of foreigners, the number already on the strength must be stated. [Q. Reg., 19, § 13.]

Q. May **married men** or widowers with children be enlisted?

A. Not without special authority. [id.]

Q. What **boys** only may be received into the service?

A. Such as give promise of becoming effective soldiers. They must, except under special circumstances, be over 14 years of age. [id., § 15.]

Q. Whose consent and what special authority must be obtained for the enlistment of boys?

A. The consent of the parent or guardian, and (at home) the authority of the A.-general. Abroad, general officers may sanction the enlistment of soldiers' sons, if eligible. [id.]

Q. What is the rule as to the probation of boys passed for the service?

A. Except in the case of those from the Royal Asylum, &c., boys are on probation for 6 months, during which period, if reported to the A.-general as unfit, they will be discharged. [id., § 16.]

Q. State some of the rules as to the enlistment of **militia men**.

A. Recruiting parties are forbidden to induce them to enlist without their C. officer's consent, as shown in the usual certificate. The enlistment of militia men is to be duly notified to the adjutant of militia. [id., § 18.]

Q. What inquiry is to be made of each **recruit on arrival** at his regiment or depot?

A. Whether he has been duly settled with, in order that particulars of any claim may be forwarded to the A.-general. [id., § 19.]

### *Re-Engagement and Re-Enlistment.*

Q. Is it necessary that soldiers desiring to **re-engage while serving** should fulfil all the requirements as to physical fitness in force for recruits?

A. No; they are not to be rejected for minor defects or trivial ailments which do not interfere with efficiency. [Q. Reg., 19, § 22.]

Q. In what circulars are the existing regulations as to men **re-entering the service** to be found?

A. Army Circulars, 1870, cl. 132, and 1871, cl. 37; 1875, cl. 46. [id., § 23; A. Circ., 1875, cl. 46.]

Q. When men desire to re-enter the service, what are they to produce?

A. The parchment certificate of their discharge.

[Q. Reg., 19, § 23.]

Q. Is a good character in the parchment certificate a necessary qualification for re-admission to the service?

A. Yes.

[Q. Reg., 19, § 23.]

Q. If the height of a soldier wishing to re-enlist is below the standard, is he to be rejected on that account?

A. No.

[id., § 24.]

Q. To whom are applications for authority to reckon former service on re-enlistment or re-engagement to be forwarded?

A. The A.-general.

[id., § 27.]

## DISCHARGE OF SOLDIERS:

### *General Instructions.*

Q. Whose **authority** is requisite for the discharge of soldiers?

A. That of the C.-in-Chief, signified through the A.-general; of the general commanding in Ireland, through the D. A.-general; or of the general officer to whom such power is delegated. [Q. Reg., 20, § 1.]

Q. Can soldiers demand discharge as a right?

A. Not whilst their engagements last.

[id.]

Q. What is the composition and object of a regimental **discharge board**?

A. Before a soldier is permitted to leave his corps on discharge, a board, composed of the second in command and two next senior officers, is to assemble to verify and record his services, cause of discharge, character, medals, wounds and badges, accounts and claims, description, intended place of residence, and any certificate of education he may possess.

[id., § 8.]

Q. What is to be explained by the discharge board to all *time-expired soldiers* (1st period)?

A. The existing regulations relative to re-enlistment and enrolment in the army reserve.

[id.]

Q. How is the *attestation* of a soldier (enlisted since the introduction of the "combined form") to be obtained in order that the proceedings of the discharge board may be recorded thereon?

A. By application to the brigade depot. [G. O., 28, 1875.]

Q. What is to be appended to the "*character*" on the form of proceedings?

A. A certificate that "His conduct has been \_\_\_\_\_, and he is (or is not) in possession of \_\_\_\_\_ G.-C. badges." In the case of a serjeant, that "His conduct has been \_\_\_\_\_, and he was (or was not), when promoted, in possession of \_\_\_\_\_ G.-C. badges, and would, had he not been promoted, have been now in possession of \_\_\_\_\_ G.-C. badges."

[Q. Reg., 20., § 9.]

Q. In recording "*character*," what rules should a discharge board follow?

A. The character is to be in the words prescribed, and where it is



"indifferent" or "bad," the reasons are to be given, with any qualifying particulars that may be justly mentioned. [*Q. Reg.*, 20, § 9.]

*Q.* What additional information regarding *G.-C. pay* is to be stated in the proceedings?

*A.* The day (if within 2 months) on which a soldier (if already in possession of one or more *G.-C.* badges) may become entitled to an additional badge. When a man has never been tried by *C.-martial*, or been entered in the regimental defaulter book, either or both of these facts are to be stated. [*id.*, § 11.]

*Q.* What entries regarding *G.-C.* badges, &c., should be made in the detailed statement of services by discharge boards?

*A.* Dates of grant, forfeiture, and restoration of *G.-C.* pay are to be recorded in red ink; and, in the case of serjeants, the various dates on which they would have become entitled to *G.-C.* badges, if not promoted. [*id.*]

*Q.* In the discharge of an *absent soldier*, how are the proceedings of the board to be filled up?

*A.* They are to be filled up as far as they can be made applicable; but, if possible to obtain it, the man's signature to the declaration is not to be dispensed with. [*id.*, § 12.]

*Q.* When the cases of soldiers about to be discharged are submitted to the Chelsea commissioners, what **records of misconduct** should accompany the documents?

*A.* The regimental defaulter sheets, and copies of the charge, finding, and sentence of all *C.-martial* or civil courts by which the men may have been convicted. [*id.*, § 15.]

*Q.* By whom are **parchment certificates** of discharge confirmed?

*A.* By an officer of the *A.-general's* department, or other prescribed authority. [*id.*, § 16.]

*Q.* By whom are the prescribed particulars recorded in certificates of discharge?

*A.* By the *C.* officer, except in the case of "service allowed," which should be left blank with a view to its insertion by the confirming officer. [*id.*]

*Q.* In what cases should the lower part of the parchment certificate be cut off?

*A.* Where "ignominy," "incorrigible conduct," "sentenced to penal servitude," or conviction by the civil power of "felony or disgraceful offences," cause the discharge. [*id.*, § 17.]

## MEDALS.

*Q.* How are **forfeited medals**, or medals which may be recovered after a soldier has been convicted of making away with them, to be disposed of?

A. They are to be sent to the A.-general. [Q. Reg., 21, § 11.

Q. How should the safety of medals **forwarded by post** be provided for?

A. By registering the letter. [id.

Q. What periodical **inspection** is made of medals?

A. They are inspected at the weekly kit inspection, and identified as the property of the soldiers showing them. [id., § 13.

Q. When a medal is not forthcoming, what is done?

A. A board investigates and records the cause. [id.

Q. How is a **board of inquiry** on a lost medal composed?

A. 1 captain, 2 subalterns. [id.

Q. If a board of inquiry is of opinion that a soldier has designedly made away with his medal, what is to be done?

A. The man is to be tried by C.-martial. [id.

Q. How soon and on what terms may a soldier convicted of **making away** with a medal be recommended for a new one?

A. After five years' absence from the regimental defaulter book, and on paying the value thereof. [id.

Q. On what terms may a board recommend a medal lost through **carelessness or neglect** to be replaced?

A. At the soldier's expense, after two years' (dating from the assembly of the board) absence from the regimental defaulter book. [id., § 14.

Q. By what rules should a board be guided in recommending the replacement of a medal lost through **accident**?

A. It may recommend that the medal be replaced at once, either at the expense of the man or of the public. In the latter case, the loss must be proved to have occurred on duty, by an accident beyond the control of the loser. [id., § 15.

Q. State some rules as to **evidence** by which boards of inquiry on lost medals are to be guided.

A. They are to take evidence as to the soldier's character. When the loser's assertion is unsupported by other evidence, the loss is to be held to have occurred through neglect, except under very special circumstances, which must be recorded in the finding. [id., § 16.

Q. When a board recommends the **replacement** at once of a medal what course should be followed?

A. The proceedings are to be transmitted with the prescribed return. The proceedings should be on a separate sheet in each case, unless the circumstances are exactly the same. When clasps belonging to lost medals are forthcoming, they should be forwarded to the A.-general. [id., § 17.

Q. When the board recommends a medal to be replaced after a

prescribed period, when should its proceedings be transmitted to head-quarters?

A. Not until the period has elapsed. [Q. Reg., 21, § 18.]

Q. Can **foreign medals**, or decorations worn with Her Majesty's permission by British subjects, be replaced if lost?

A. No. [id., § 20.]

## CORRESPONDENCE AND RETURNS.

### *Correspondence.*

Q. State how **official letters** are to be headed and written.

A. Each is to be headed with the name, rank, and corps of the writer and of the person to whom it is addressed. It is to refer to one subject only, and to contain full information thereon, and it should be on foolscap paper, with a margin. Paragraphs to be numbered and enclosures described in margin, or separate schedule. When the latter extends beyond one page, or is accompanied by enclosures, it should be on a full sheet. Enclosures to have blank fly leaves removed, and only to be sent if necessary. Letters which are not on the public service are not to be enclosed in official covers. In referring to letters from head-quarters, their number, date, and purport are to be quoted. The rank and corps of officers are to be added after their signatures. [Q. Reg., 22, § 11.]

Q. What are the obligations of superior officers and other **intermediate authorities** with reference to documents submitted by them?

A. They are responsible for the correctness of what is set forth. It is their duty to endeavour to adjust all matters that come within the scope of their authority; and in transmitting applications or correspondence they are to state their concurrence, or otherwise, adding such information as may enable the authorities to decide finally. [id., § 13.]

Q. To whom must all applications from regimental **officers** be in the first instance submitted?

A. To their C. officers. [id., § 14.]

Q. In what manner should all applications from **N.-C. officers and soldiers** be made?

A. Personally, through their captain, to the C. officer. [id.]

Q. When an officer forwards documents, **otherwise than through the prescribed channel**, what must he do at the same time?

A. Explain his reasons, and forward copies to the authority through whom the papers should have passed. [id., § 15.]

Q. When officers in command are absent, by whom are **official letters to be opened** and the orders in them carried out?

A. By the officers next in command. [Q. Reg., 22, § 17.

Q. In what light is the **unauthorized publication** of official records or information regarded?

A. As a breach of official trust. [id., § 21.

### *Returns.*

Q. Is it necessary that officers on leave, and N.-C. officers and soldiers on furlough, whose periods of absence expire on the last day of a month, should be present at **muster**?

A. Yes. [Q. Reg., 22, § 28.

Q. How are **detachments sent abroad** accounted for in the depot returns?

A. As "under orders to join service companies" till they actually embark, when they are to be struck off the strength as "sent to service companies." [id., § 29.

Q. How are **men sent home**, or left at home by service companies, accounted for in the returns?

A. They are struck off the strength of the service companies from the date to which subsistence for them may have been issued, and are taken on the strength of the depot. [id., § 30.

Q. How are **deserters** to be accounted for in the returns?

A. As "absent without leave" (although reported as deserters) until the desertion shall have been sworn to before a court of inquiry at the expiration of 21 days, after which they are to be struck off. [id., § 31.

Q. By whom, and to whom, are **death reports** in the case of regimental officers and soldiers to be made, in addition to the usual entries in the returns?

A. By the C. officer, to the military secretary, in the case of officers; to the next of kin (as shown in the pocket ledgers) in the case of soldiers. [id., § 36.

### **BOOKS.**

#### *General Instructions.*

Q. What **examination** by superior officers is to be made of the books kept in every corps?

A. All entries are to be examined by the C. officer, and the books are to be produced at inspections, and whenever called for by the general or other officer commanding. [Q. Reg., 23, § 1.

Q. Name the prescribed **regimental** books.

A. (1.) General order book; (2.) Regimental order book; (3.) Record of officers' services; (4.) Portfolio of attestations; (5.) Register of soldiers' services; (6.) Casualty book; (7.) Letter

book ; (8.) Return book ; (9.) Register of furloughs ; (10.) Description of deserters ; (11.) Defaulter book ; (12.) Officers' C.-martial book ; (13.) C.-martial book ; (14.) Digest of services of regiment ; (15.) Register of marriages and baptisms ; (16.) Savings bank ledger ; (17.) Daily register of cooking. [*Q. Reg.*, 23, § 1.

*Q.* Name the prescribed **company** books.

*A.* (1.) Order book ; (2.) Ledger ; (3.) Pay and mess sheet and company messing book ; (4.) Balance and cash account sheet ; (5.) Defaulter book ; (6.) Savings bank ledger. [*id.*

### *Regimental Books.*

*Q.* What **number** is given to a recruit on approval ?

*A.* The number following that of the last recruit or transfer who joined the regiment. [*Q. Reg.*, 23, § 25.

*Q.* May non-effective soldiers' numbers be given to others ?

*A.* No. [*id.*

*Q.* Whose sanction must be obtained before the numeration of the men in a corps can be changed ?

*A.* That of the Secretary of State for War. [*id.*

*Q.* What are the rules as to change of soldiers' **names** ?

*A.* The name in which the soldier enlists or is attested is never to be erased in the register or attestation. But when a soldier has enlisted under an assumed name, the true name may be added as an *alias* on his making a statutory declaration at his own expense before a magistrate. [*id.*, § 26.

*Q.* Describe the **regimental defaulter book**.

*A.* It contains a sheet, or 2 pages, for every N.-C. officer and soldier, with his number and name at the head. The whole are secured in a guard book in alphabetical order. [*id.*, §§ 31, 36.

*Q.* What *punishments*, &c., are entered in the regimental defaulter book ?

*A.* (*a.*) Every conviction by C.-martial, or civil court, or by a magistrate (involving imprisonment or fine in lieu thereof) ; (*b.*) Reduction of N.-C. officers by order of C.-in-Chief for a crime (not for inefficiency) ; (*c.*) Imprisonment by C. officer ; (*d.*) Deprivation of pay, fine for drunkenness, forfeiture of liquor, or substitute, at sea (exceeding 7 days) ; (*e.*) C. B. exceeding 7 days (discretionary with C. officer) when awarded for concealing disease ; (*f.*) Punishments by visitors of prisons, C. officers in provost prisons, or directors of convict prisons in a civil jail. [*id.*, § 31.

*Q.* How are crimes of *drunkenness* to be recorded in the regimental defaulter book ?

*A.* In black ink, each having in red ink the same number as the corresponding act in the company's defaulter book. [*id.*, § 32.

**Q.** Should the reversion of *colour-serjeants* to the rank of serjeant by award of C. officer, or any deprivation of acting rank, be recorded in the defaulter book?

**A.** They do not of themselves require to be recorded in the regimental, but should be entered in the company defaulter book.

[*Q. Reg.*, 23, § 33.]

**Q.** With what view should every *civil conviction* of a N.-C. officer be reported to the A.-general?

**A.** To his being reduced by the C.-in-Chief, if found expedient.

[*id.*, § 34.]

**Q.** How are *C.-martial* cases entered?

**A.** The nature of the charges only is entered, each being numbered. The date of the C.-martial is noted in the remarks.

[*id.*, § 35.]

**Q.** How are charges of *disgraceful conduct* and *insubordination* to be entered?

**A.** The generic head and the specific charge are to be given thus: "Disgraceful conduct—*theft*;" "insubordination—*striking his superior officer*."

[*id.*]

**Q.** What *contractions* are to be used in entering sentences?

**A.** *C. B.*, for confinement to barracks; *imp. H. L.*, for imprisonment with hard labour; *S. C.*, solitary confinement; *P. S.*, penal servitude; *Dep<sup>d</sup>. of days' pay*; *Fined, s. d.*

[*id.*]

**Q.** How is the amount of *imprisonment* entered?

**A.** In hours, if awarded by the C.-officer; in days, if by a C.-martial.

[*id.*]

**Q.** What is the rule as to entering *dates*?

**A.** No date is to be mentioned in the "offence" column unless two dates are necessarily included in the crime; then the column for "date" is to show the first, and that for "offence" the second.

[*id.*]

**Q.** What is the rule as to mentioning *places* in the entries?

**A.** No place is to be mentioned in the "offence" column unless the charge involves two; then the "place" column is to give the first, and the "offence" column the second.

[*id.*]

**Q.** Where is *forfeiture of G.-C. pay* to be noted in defaulter books?

**A.** Under the head of remarks.

[*id.*]

**Q.** Where C.-martial *sentences are remitted*, should an entry nevertheless be made in the defaulter books?

**A.** Yes.

[*id.*]

**Q.** When C.-martial *proceedings are set aside*, should an entry nevertheless be made in the defaulter books?

**A.** No.

[*id.*]

**Q.** State some of the rules for the disposal of defaulter and

C.-martial sheets of *soldiers who are transferred or become non-effective.*

A. If the man is transferred, the sheets are to go with him (in blank, if there are no entries). If invalided, the regimental sheet is to be forwarded with his discharge documents. If discharged for any other cause, they are to be preserved for the period within which, on re-engaging, &c., he is allowed to reckon former service. Sheets of men who desert are to remain with the regiment for 1 year, after which they are to be sent to the depot; and those of deceased men are to be destroyed. [Q. Reg., 23, §§ 36, 37.]

Q. What are the rules as to *comparing the entries* in the defaulter books with the states and guard reports?

A. The states and guard reports for preceding 6 months are to be produced to the general officer at inspection, and compared with the entries. [id., § 39.]

Q. What is the **regimental C.-martial book** to contain?

A. Copies of the charges, findings, and sentences of all C.-martial, verified by the C. officer's signature, certified copies of all civil convictions, and declarations of courts of inquiry on absence without leave, &c. [id., §§ 41, 42, 43.]

Q. What is the rule as to the preservation of the *original proceedings* of Reg. and Det. C.-martial?

A. Having been signed by the president and counter-signed by the C.-officer, they are to be kept for 1 year from date of prisoner's release, or (if no imprisonment) from date of trial. [id., § 41.]

Q. What distinction is to be made between *civil convictions*, on which imprisonment for more than 7 days has been awarded, and those on which the period of imprisonment has been shorter?

A. The former may be produced in evidence as former convictions, in the same manner as those of C.-martial; the latter are to be treated simply as regimental entries affecting G.-C. pay, &c. [id., § 42.]

Q. After the declarations of *courts of inquiry* on absence without leave, &c., have been entered in the C.-martial book, what is done with the original proceedings?

A. They are destroyed. [id., § 43.]

### *Company Books.*

Q. By what **officer** are a company's books to be kept?

A. By the officer commanding it. [Q. Reg., 23, § 55.]

Q. By whom are the entries in the company **defaulter book** to be made?

A. The officer commanding the company, who will affix his initials to each entry in the last column. [id., § 56.]

*Q.* What are the rules as to entering *drunkenness* and equivalent acts of absence in the company defaulter book ?

*A.* Every act of drunkenness committed since enlistment is entered in black ink and numbered in red ink. Absences (considered equivalent to drunkenness) are not to be numbered, but to have D in red ink opposite each. [Q. Reg., 23, § 56.]

## **COURT-MARTIAL PROCEDURE.\***

### *General Instructions.*

*Q.* May any **number of prisoners** be tried together ?

*A.* Yes, for an offence committed collectively ; but the plea, defence, finding, and sentence must be recorded separately.

[Q. Reg., App. A, § 1.]

*Q.* When more persons than one are **tried separately**, must the court be re-sworn and the proceedings recorded separately in each case ?

*A.* Yes.

[*id.*]

*Q.* What are the rules as to C.-martial granting **adjournments** ?

*A.* They may grant them when necessary, but not for the purpose of obtaining further evidence, unless the court is satisfied that the production of such evidence is not unjust to the prisoner, and is necessary to assist the course of justice. [id., § 2.]

*Q.* What are the regulations as to **framing charges** ?

*A.* They are to be specific in names, dates, and places. The prisoner's regimental number should be inserted, but non-essential minutiae are to be avoided. [id., § 3.]

*Q.* When a prisoner is charged with any loss or damage, should the amount thereof appear in the charge, and be proved ?

*A.* Only when the prices are not fixed by regulation. In the case of articles of which the value depends on length of wear, the value must be proved. [id.]

*Q.* What restriction is placed by regulation on the use of the term "**disgraceful conduct**" ?

*A.* It should be strictly confined to the class of crimes to which it is applied in the Articles of War. [id., § 4.]

*Q.* In what words only may the prisoner's **plea** be received ?

*A.* "Guilty" or "not guilty." [id., § 5.]

*Q.* If the prisoner refuses to plead, what plea is to be entered ?

*A.* Not guilty. [id.]

\* Questions and answers on the paragraphs of the Queen's Regulations bearing on Courts-martial will be found farther back, under "**DISCIPLINE**."



**Q.** Before recording the plea of guilty, of what must the court satisfy itself?

**A.** That the prisoner fully understands what advantages he forfeits by that plea. [Q. Reg., App. A, § 5.]

**Q.** When a prisoner pleads guilty, is it necessary, notwithstanding, to investigate the charges against him?

**A.** Yes; so much must be recorded as will afford the confirming officer a full knowledge of the circumstances. [id.]

**Q.** When a witness refuses to be sworn, is the president qualified to receive a solemn affirmation in lieu of the oath?

**A.** Only where the refusal is grounded on conscientious motives. [id., § 6.]

**Q.** What mode of giving evidence should a witness follow at a C.-martial?

**A.** The witness should answer the question as one put to him by the prisoner or prosecutor, but address his reply to the court. [id., § 7.]

**Q.** What are the rules as to a C.-martial inquiring into a prisoner's former convictions, &c.?

**A.** After a soldier has been found guilty the court will inquire into and record the prisoner's former convictions, and any sentence which he may be undergoing; also his age, date of attestation, service allowed to reckon towards limited engagement, his general character, and any medals, G.-C. badges, or other honorary rewards he may be in possession of. The particulars are for the guidance of the court in awarding punishment, and of the confirming authority in sanctioning the award. [id., § 8.]

**Q.** By whom should evidence of former convictions, &c., be given?

**A.** If possible, by a commissioned officer, who is not a member of the court. [id.]

**Q.** How are the minutes of C.-martial to be made out?

**A.** They are to be accurately recorded, in a legible hand, without erasures. When interlineations or corrections, which should be avoided, are made, they are to be verified by the president's initials. Pages are to be numbered, and sheets stitched together. At least half a page below the signature is to be left for the remarks of the confirming officer. The station and date are to be added. [id., § 9.]

**Q.** Describe the position of the D. judge-advocate at a trial.

**A.** He represents the Judge-Advocate General, and is responsible for a proper record of the proceedings, and for their due formality and legality. He should maintain an entirely impartial position. In important cases he should be assisted by a sworn short-hand writer. [id., § 10.]

**Q.** To what extent should the D. judge-advocate advise the court or interfere with the proceeding?

**A.** Whether consulted or not, he will give advice on any matter before the court. He will sum up the case, and give his opinion on its legal bearing before the finding. [*Q. Reg., App. A, § 10.*]

**Q.** Is the opinion of the D. judge-advocate to be considered conclusive on points of law or procedure which arise on a trial?

**A.** Yes. [*id.*]

**Q.** What are the judge-advocate's duties towards the prisoner?

**A.** When undefended, he should take care that he does not lose any privilege the law allows him. [*id.*]

**Q.** What instructions are to be observed in respect to addresses to the court?

**A.** The prosecutor is allowed an opening address. If at the close of the prosecution the prisoner states that he has no evidence to adduce, the prosecutor may sum up the evidence for the prosecution, after which the prisoner may address the court in defence. (If the prisoner adduces evidence, he may open and close his case with an address; and the prosecutor will be entitled to a reply.) The judge-advocate will then in open court sum up the whole case. [*id.*, § 11.]

**Q.** In special cases, when the prosecutor is allowed to adduce evidence in reply to the prisoner's defence, when should the prisoner's second address be made?

**A.** After such evidence, and immediately before the prosecutor's reply. [*id.*]

**Q.** May any address to the court follow the summing up by the judge-advocate?

**A.** No; the court will retire to deliberate on the finding. [*id.*]

**Q.** If any question should arise during the trial as upon the admissibility of evidence, in what order may the parties be heard regarding it?

**A.** The person, whether prosecutor or prisoner, requesting the opinion of the court, will speak first, the other will then answer, and the first will be allowed to reply. [*id.*]

**Q.** What is a C.-martial to ascertain before passing sentence on a prisoner?

**A.** That his health, as shown by medical certificate, is such that the sentence can be forthwith carried into effect. [*id.*, § 12.]

**Q.** If the medical certificate states that the prisoner is unable to undergo hard labour, how may imprisonment be awarded?

**A.** "With such labour as, in the opinion of the medical officer of the prison, the prisoner may be equal to." [*id.*]

**Q.** In recording sentence, should the Article of War under which a particular punishment is awarded, be quoted?

A. No; the sentence should conform to the wording of any section of the Mutiny Act, or any Article of War that may be applicable, without quoting it. [Q. Reg., App. A, § 10.]

Q. Should sentence of imprisonment be in days or months?

A. In days. [id.]

Q. How should **mixed sentences** of "imprisonment" and "solitary confinement" be worded?

A. The court should leave it to the governor of the prison to appoint the precise period or periods during which the solitary confinement is to be undergone, but they should carefully comply with the Articles of War as to defining the length of the periods of solitary confinement and of the intervals between them. [id., § 14.]

Q. How should sentence of imprisonment on an offender **already under sentence** be awarded?

A. The award must state that "*the imprisonment is to commence at the expiration of the punishment to which the prisoner had been previously sentenced.*" [id., § 15.]

Q. On **revision** of the proceedings of a C.-martial, what should be attached to and form part of the proceedings?

A. The letter, order, or memo. (or copy) containing the instructions and reasons for requiring revision. [id., § 16.]

Q. To what general consideration is the attention of courts directed in awarding punishment?

A. Just discrimination is to be used, so that the award may be final. [id., § 17.]

Q. When a **N.-C. officer** (or artificer) is sentenced to be reduced, what must be distinctly stated in the sentence?

A. That he is to be "reduced to the ranks." [id., § 18.]

Q. Under what designation of rank should a lance-corporal be arraigned?

A. Thus:—*No. — Private (Lance-Corporal) C.D.* [id., § 19.]

Q. Should the loss of acting or lance rank form part of any sentence?

A. No. [id.]

Q. May a N.-C. officer be sentenced to a reprimand by a C.-martial?

A. No. [id., § 20.]

Q. What restrictions do the Queen's Regulations place on sentences of **imprisonment** for ordinary offences?

A. They are not to exceed six months. [id., § 21.]

Q. In awarding or confirming sentence of imprisonment, what should be kept in view?

A. The locality and climate. [id.]

Q. To whom, and by whom, should the proceedings of a general C.-martial be **forwarded** for confirmation?

A. By the officiating judge-advocate to the Judge-Advocate General, for submission to Her Majesty, if at home ; to the general or other officer vested with authority to confirm the same, if abroad. [Q. Reg., App. A, § 22.]

Q. By whom, and to whom, should the proceedings of a district or garrison C.-martial be forwarded for confirmation ?

A. By the president through the proper channel to the general officer commanding (or where there is no general officer in command, to army head-quarters). [id., § 23.]

Q. By whom, and to whom, are the proceedings of a district and garrison C.-martial to be forwarded *after promulgation* ?

A. By the president, if abroad, to the Judge-Advocate General ; if at home, to the D. judge-advocate of the district ; who will submit them to the Judge-Advocate General and draw his attention to anything requiring notice. [id., § 24.]

Q. What must the proceedings of a C.-martial, when forwarded to the Judge-Advocate General, be accompanied by ?

A. A covering letter specifying the nature of the contents.

[id., § 25.]

### *Proceedings.*

Q. From whom are the **forms** for general and district C.-martial to be obtained ?

A. General officers commanding. [Q. Reg., App. B.]

Q. On what paper should the proceedings of a regimental C.-martial be written ?

A. On paper (both sides) issued by the War Office. [id.]

Q. When should the **order** convening the C.-martial, and the warrants appointing the president and judge-advocate, be read ?

A. Immediately after assembling. [id.]

Q. What is the rule as to numbering **questions** in the minutes ?

A. They are to be numbered consecutively throughout in a single series. [id.]

Q. In what manner, and when is an opportunity given to the prisoner of **challenging** any officer detailed for his C.-martial ?

A. After the convening order has been read, the names of the president and members are read over in hearing of the prisoner, who is then to be asked by the president if he objects to be tried by any of them. [id.]

Q. When a prisoner objects to be tried by the president or any of the members of the C.-martial, must he *state his reasons* ?

A. Yes. [id.]

Q. May a prisoner call *evidence* in support of his objection to be tried by the president or any of the members of the court ?

A. Yes. [id.]

Q. How should the *decision* of the court regarding a prisoner's objection be made known and recorded?

A. It should be read to the prisoner, and entered in the proceedings. [Q. Reg., App. B.]

Q. When a prisoner's objection to be tried by the president has been referred to and disallowed by the convening officer, how is the fact made known to the prisoner, and recorded?

A. The convening officer's letter is read to the prisoner, marked, and attached to the proceedings. [id.]

Q. May a prisoner object to the *judge-advocate*?

A. No. [id.]

Q. After a prisoner's objection has been allowed, may any *new president or member* appointed be objected to?

A. Yes, as if he were an original member. [id.]

Q. When is the *oath* taken?

A. As soon as the prisoner's objections to the officers (if any) have been decided. [id.]

Q. What is the usual form of *arraignment*?

A. The charge is read, and the prisoner is questioned, "Are you guilty or not guilty of the charge against you which you have heard read?" [id.]

Q. At what point in the proceedings of a C.-martial should all the *witnesses withdraw*?

A. After the prisoner has pleaded. [id.]

Q. May any proceedings of a C.-martial take place except in the *hearing of the prisoner*?

A. None, except the deliberations of the court. [id.]

Q. Has the court any duty to perform with regard to the *charge* before proceeding to trial?

A. They should satisfy themselves of their competence to deal with the charge, both as respects their jurisdiction and the precision with which the charge is worded. [id.]

Q. When a prisoner pleads in *bar of trial*, what course should be pursued by the court?

A. Evidence on oath of the facts stated should be received; and if the plea is well founded, an adjournment, for the purpose of submitting the matter to the convening officer, must take place. [id.]

Q. May any officer who is to be called as a witness at the trial be appointed to act as *prosecutor*?

A. Not if it can be avoided. [id.]

Q. Must the prosecutor be sworn if required to *give evidence*?

A. Yes. [id.]

Q. What is done with any *address* read by the prosecutor?

A. It is marked —, signed by the president, and attached to the proceedings. [Q. Reg., App. B.]

Q. Under what restrictions is a prisoner permitted to avail himself during trial of **professional advice**?

A. He may have any professional person near him to advise him, and to suggest, in writing, the questions to be put to witnesses; but no such person is permitted to address the court or to examine witnesses orally. [id.]

Q. How is the examination and cross-examination of **witnesses for the prosecution** conducted?

A. They may be examined by the prosecutor, cross-examined by the prisoner, re-examined by the prosecutor, and examined by the court. [id.]

Q. When a witness *withdraws*, should the fact be stated in the proceedings?

A. Yes. [id.]

Q. What opportunity should be given to a witness of *correcting mistakes* or omissions in the recorded minutes?

A. It is usual to read the whole of his deposition to him before he leaves the court. [id.]

Q. May the *court question a witness* at any time?

A. Yes; but it is found convenient to wait till both examination and cross-examination have been concluded. [id.]

Q. When a prisoner *declines to cross-examine* a witness, should the fact be recorded in the proceedings?

A. Yes. [id.]

Q. What should be drawn between the *recorded minutes* of every two witnesses?

A. A line. [id.]

Q. What question should be put by the court to the prisoner at the **close of the prosecution**?

A. "Do you intend to call any witnesses in your defence?" [id.]

Q. If a prisoner when called on for his defence applies for an **adjournment** to enable him to prepare it, should the fact be recorded?

A. Yes. [id.]

Q. When a C.-martial adjourns, what entry is made in the proceedings?

A. The hour of adjournment and time fixed for re-assembling are entered. [id.]

Q. When the court **re-assembles** after adjournment, what entry is made on the proceedings?

A. The date and hour of re-assembly, and the presence (or otherwise) of the members are noted. [id.]

Q. When a medical certificate of an **absent member's** state of health is produced in the court, what is done with it?

A. It is marked — and attached to the proceedings.

[Q. Reg., App. B.

Q. When the *president or a member* is absent, what course is to be pursued?

A. If the number of officers serving on the court has fallen below the prescribed minimum the court must adjourn. If the required number is still available, the trial will proceed (a warrant appointing the senior member president having, if necessary, been obtained and read in court). [id.

Q. When the *judge-advocate* at a trial is absent, may a new one be appointed and the trial proceed?

A. Yes; the warrant is to be read in court, and the new judge-advocate sworn. [id.

Q. May any proceedings take place in the absence of either president or judge-advocate?

A. No. [id.

Q. If a prisoner's **defence** be verbal, how should it be taken down?

A. As nearly as possible in his own words, and in the first person. [id.

Q. When the prisoner's defence is written, what is done with it?

A. It is read, marked —, signed by the president, and attached to the proceedings. [id.

Q. How are *witnesses for the defence* examined?

A. They are examined by the prisoner, cross-examined by the prosecutor, re-examined by the prisoner, and finally examined by the court. [id.

Q. May an adjournment be granted to enable the prosecutor to prepare his **reply** to the defence, or the judge-advocate to prepare his **summing up**?

A. Yes, if necessary. [id.

Q. What should be done with the prosecutor's reply, and the judge-advocate's summing up, after they have been read?

A. They are to be marked — —, signed by the president, and attached to the proceedings. [id.

Q. When the court acquits a prisoner, how is the **finding** recorded in the proceedings?

A. "Not guilty of the charge." [id.

Q. If, on the trial of an officer, the court desires to acquit the prisoner honourably, what course are they to follow?

A. They are to state so in a separate letter. [id.

Q. Give some instances, in the authorized forms, of a finding of guilty.

A. "The court find that the prisoner (No.—, Rank —, Name —, — Regiment) is guilty of the charge," or "of all the charges," or "is guilty of the first charge and guilty of the second charge, with the exception of—;" or "is not guilty of desertion, but is guilty of absence without leave." [Q. Reg., App. B.]

Q. What record should be produced by a witness in proof of **former convictions** against a prisoner, and how should it be examined and disposed of by the court?

A. A verified extract from the C.-martial book (or regimental or company defaulter book) duly signed is to be read, compared with the original, and if found correct, to be marked—signed by the president and attached to the proceedings. [id.]

Q. When a C.-martial has found a prisoner guilty of *drunkenness*, how are former instances of drunkenness to be proved and recorded?

A. The number of such instances as proved by reference to the defaulter books will be entered in the proceedings, the evidence being given by the officer whose duty it is to prove former convictions. [id.]

Q. In a case of *desertion* what special question is to be put to the officer giving evidence as to former convictions?

A. Whether the prisoner surrendered, or was apprehended. [id.]

Q. What should be noted in the margin of the proceedings opposite the **sentence**?

A. A short abstract of the same. [id.]

Q. Should sentence of *death* specify the manner of death?

A. Yes. [id.]

Q. What does sentence of "*reduction to the ranks*" imply?

A. Reduction to gunner, driver, sapper, or private, as the case may be. [id.]

Q. May prisoners, intended for commitment to *Millbank prison*, be sentenced to solitary confinement?

A. They should not be so sentenced, as that prison is conducted on the separate system. [id.]

Q. In sentencing a soldier to *forfeiture* of G.-C. badges with pay, earned by past service, or medals, should the number of badges be specified, and the medals be described?

A. Yes. [id.]

Q. Is it necessary that the judge-advocate should **sign the minutes** as well as the president?

A. Yes. [id.]

Q. What are the remarks of the **confirming officer** to include?

A. The manner the case is disposed of. [id.]

Q. Is the approval on behalf of Her Majesty necessary to the carrying into effect of a *capital sentence* in those cases abroad where



the confirming authority also administers the civil government?

A. Yes.

[Q. Reg., App. B.

Q. May additional evidence for prosecution or defence be received on revision?

A. No.

[id.

Q. May a C.-martial *alter the original minutes* on revision?

A. No.

[id.

Q. Is a C.-martial bound to *alter its decision* on revision?

A. No; it may adhere to its decision.

[id.

Q. When a court alters a finding or sentence on revision, what must be done before the new finding or sentence is recorded?

A. They must revoke the former finding or sentence.

[id.

Q. When a C.-martial, on revising a finding, makes any alteration therein, is it necessary also that the sentence should be given afresh.

A. Yes; it is not sufficient in such cases for the court to state that they adhere to the former sentence.

[id.

Q. When a C.-martial **recommends to mercy**, should the recommendation be embodied in the proceedings?

A. No; it should be appended as a separate communication, signed by the president.

[id.

Q. May a court, when forwarding their proceedings, **remark on the conduct** of the parties before them, or on the manner in which a particular witness has delivered his testimony?

A. Yes; but in a separate letter.

[id.

### *Form of Charges.*

Q. What is implied by the use of the words "**offering violence**" in a charge?

A. Any threatening act or gesture amounting to an attempt to use violence.

[Q. Reg., App. C.

Q. When is a N.-C. officer held to be "**in the execution of his office**"?

A. At all times while with his regiment or any part of it.

[id.

Q. Where **insubordinate language** accompanies acts of violence, should it form a separate charge?

A. No; it should be stated in the charge alleging the violence.

[id.

Q. What must be attended to in framing a charge of insubordinate language?

A. The precise language must be specified, and if accompanied by gesture, the same should be accurately described.

[id.

Q. When a prisoner is tried for **desertion**, may the charge of

that offence include allegations of making away with necessaries, &c., or fraudulent re-enlistment?

A. No; they should form distinct charges. [*Q. Reg., App. B.*]

Q. In proving charges of desertion, should evidence bearing on the *degree of the offence*, such as the prisoner's surrender or apprehension, be given?

A. Yes. [*id.*]

Q. May a charge against an army reserve man of obtaining money, &c., by **fraudulent enlistment** include daily pay issued to him whilst doing duty in terms of such fraudulent enlistment?

A. No. [*id.*]

Q. Should a charge of sleeping on, or leaving a **post or guard**, or of being drunk when on guard or sentry, always state the name of the guard and the particular post?

A. Yes. [*id.*]

Q. What descriptions of C.-martial can try N.-C. officers and soldiers for **drunkenness** not on duty?

A. A regimental or detachment C.-martial can try a N.-C. officer, but a district or garrison C.-martial only can try a soldier. [*id.*]

Q. Is it necessary that a charge of **fraudulent misapplication** of money should contain a full statement of the facts?

A. Yes. [*id.*]

Q. In charges of **malingering**, maiming, mutilating, injuring, tampering with eyes, &c., what must be fully stated?

A. The precise acts done (or in the case of malingering, omitted to be done). [*id.*]

Q. In charges of **theft** must the articles stolen and their value be stated?

A. Yes. [*id.*]

Q. In a charge of **fraudulently** obtaining money or goods from a civilian, or of fraudulently producing false documents, &c., what must be stated?

A. The precise nature of the trick or pretence used in the first case, and of the documents produced in the second. [*id.*]

Q. May a charge contain **alternative averments**, as "For having made away with, lost by neglect, or sold," &c.?

A. No; a C.-martial cannot convict on such a charge. A separate charge should contain each averment. [*id.*]

Q. In charges of **making away with**, or of losing or selling articles, must the different articles be detailed as well as their value?

A. Yes; except that the value need not be given in the cases provided for in the Articles of War. [*id.*]

Q. What should the charge of conduct to the prejudice of military discipline, in having written an **anonymous letter** to a superior officer, contain?

A. A passage, or, if necessary, the whole of the letter should be set out in words. [Q. Reg., App. B.]

Q. In charging a soldier with **obstructing, &c., police**, what course should be followed?

A. The particulars should be distinctly specified. If the prisoner joined the party, he is to be charged with the actual assault and obstruction, whether guilty of violence or not. [id.]

Q. When a soldier is to be tried for having been drunk as well as **riotous**, should the former form a separate charge?

A. Yes. [id.]

## **THE MUTINY ACT AND ARTICLES OF WAR SO FAR AS IS NECESSARY FOR THE PER- FORMANCE OF THE DUTIES OF A MEMBER OF A COURT-MARTIAL.**

### *Application and Duration of the Act and Articles.*

Q. Are the **Articles of War** authorized by the Mutiny Act to be judicially taken notice of by all judges and courts?

A. They are. [M. Act, 1.]

Q. What **restrictions to the punishments** to which persons may be made subject by the Articles are fixed by the Act?

A. No person within the United Kingdom or British Isles shall suffer punishment extending to life or limb, or be kept in penal servitude, except for crimes which are made liable to such punishments by the Mutiny Act; or shall, with reference to crimes made punishable by the Act, be punished in any manner which shall not accord with the provisions of the same. [id.]

Q. Name the **persons who are subject** to the Mutiny Act.

A. Persons commissioned or in pay as officers, or listed or in pay as N.-C. officers or soldiers, in Her Majesty's army or Indian forces, or in the control department, army hospital corps, or the army service corps; all warrant officers; persons on recruiting service receiving pay, and pensioners receiving allowances in respect of such service; persons in the artillery, engineers, commissariat, public works, ordnance, and medical departments; corps of surveyors; master gunners and conductors; persons in the war department serving with a force under a commissioned officer; out-pensioners on duty; persons in the permanent staff of militia or enrolled in the militia and attached to regular forces; militia recruits receiving pay during preliminary training; and all persons in the reserve force when called out or kept on duty. [id., 2.]

Q. Do the Articles of War apply to all persons who are subject to the Mutiny Act?

A. Yes.

[*Art. W.*, 187.

Q. Are colonial and foreign troops in Her Majesty's pay subject to the Mutiny Act and Articles of War?

A. They are, if under the command of any officer having a commission immediately from Her Majesty.

[*M. Act*, 4.

Q. In construing the Articles of War, is the word "*regiment*" to include branches of the service other than regimental?

A. Yes.

[*Art. W.*, 188.

Q. To whom does the term "*Commander-in-Chief*" in the Articles of War apply?

A. The Field Marshal, or other officer commanding in chief for the time being.

[*id.*

Q. When the word "*month*" occurs in the Articles, does it mean a calendar month or a lunar month?

A. A lunar month.

[*id.*

Q. When the word "*year*" occurs in a sentence, what is meant?

A. A calendar year.

[*id.*

Q. What do the words "*one penny*" mean in India?

A. "Eight pies" of Indian money.

[*id.*

Q. What is contained in the Articles of War as to the government and discipline of troops embarked in H. M. ships?

A. They are to conform themselves to the laws and regulations for the government and discipline of the said ship, and shall consider themselves, for these necessary purposes, under the command of the second officer of the ship as well as of the superior officer of the fleet.

[*id.*, 191.

Q. When C.-martial try civil offences abroad, to what law should they conform in their sentence?

A. To English law; or in India, to that law as modified by laws applicable to India.

[*M. Act*, 101; *Art. W.*, 143.

Q. Is a C.-martial, in respect of the conduct of its proceedings or the reception or rejection of evidence, subject to the provisions of the "*Indian Evidence Act*" or any act of any local legislature?

A. No.

[*M. Act*, 101.

Q. From what dates in each year does the Mutiny Act come into force at the various stations?

A. From the dates prescribed in the Act itself; but notwithstanding these specified dates, it becomes and is in full force from the date of its receipt and promulgation in general orders in any part of Her Majesty's dominions or elsewhere beyond the sea.

[*id.*, 107.

Q. How long does the Mutiny Act continue in force?

A. Until the dates prescribed for the various stations in the Act itself.

[*id.*

*Duties and Liabilities.*

**Q.** How may concealment on re-enlistment be proved in any trial?

**A.** A letter purporting to be signed by, or on behalf of the C. officer of the ship, corps, or regiment from which any person shall appear to have been discharged, shall be sufficient evidence of the facts therein stated. [Art. W., 4.

**Q.** In the case of ill-treatment of landlords by soldiers or others in billets, what steps is a C. officer to take?

**A.** Either to cause the offender to be tried, or to give compensation to the extent of stopping half of the offender's pay until reparation be made. In case the offender protests against such proceedings, the matter is to be inquired into, and, if necessary, tried by a C.-martial. [id., 8.

**Q.** If an officer think himself wronged by his C. officer, what steps should he take to obtain redress?

**A.** He should make due application for redress to the C. officer. If he fails to obtain redress, he may complain to the general commanding in chief. [id., 12.

**Q.** If a soldier think himself wronged in any matter affecting pay or clothing by the officer commanding his company, to whom should he complain?

**A.** To the C. officer, who is to summon a court of inquiry, from the decision of which either party may appeal to a general C.-martial; but no soldier may so appeal against any stoppage of pay in respect of barrack damage duly assessed by a court of inquiry. [id., 13.

**Q.** Does the person who unnecessarily appeals to a C.-martial from a court of inquiry render himself liable to punishment?

**A.** Should his appeal be considered groundless and vexatious, he becomes liable to punishment. [id.

**Q.** Have officers power to quell quarrels, &c., though the persons concerned are of superior rank or belong to another corps?

**A.** They have, and in such cases may either order officers into arrest or soldiers into confinement. [id., 15.

**Q.** When an officer's character and conduct have been publicly impugned, what course should he pursue?

**A.** He should submit the case to competent military authority or investigation. [id., 99.

*Definition of certain offences.*

**Q.** State some of the principal crimes, the commission of which involve a breach of the Articles of War.

*A.* Perjury, mutiny and insubordination, disobedience of orders, desertion and absence without leave, misbehaviour before the enemy and offences in the field, sleeping on post, neglecting to obey orders, drunkenness, disgraceful conduct, false returns, making away with necessaries, &c. [*Art. W.*, 31, *et seq.*]

*Q.* Give the definition of "**perjury**," as contained in the Mutiny Act.

*A.* A false oath wilfully taken in any case where an oath is authorized or required by the Act. [*M. Act*, 96.]

*Q.* Name some of the acts and omissions which constitute "**mutiny**."

*A.* Beginning, exciting, causing, or joining in any mutiny or sedition in any of H. M. forces, or in any party, post, detachment, or guard; when present at any mutiny or sedition failing to use the utmost endeavour to suppress the same; conspiring to cause mutiny; coming to the knowledge of any mutiny or intended mutiny, and failing to give information thereof. [*Art. W.*, 36.]

*Q.* Name some of the crimes specified in the Articles of War under the head of "**insubordination**."

*A.* Striking a superior officer, or using or offering violence against him, being in the execution of his office; violence against the visitor of a military prison, being in the execution of his office; disobeying the lawful command of a superior officer; using traitorous or disrespectful words against the Sovereign or Royal Family; when concerned in a fray, refusing to obey when ordered into arrest, &c.; contempt or disrespect towards general or C.-in-Chief; striking, offering violence, or using threatening or insubordinate language to a superior officer. [*id.*, 37, 38, 39, 40, 41.]

*Q.* Is any man who, while belonging to any regiment or corps of the regular, reserve, or auxiliary forces, without being discharged therefrom, enlists or enrolls, or attempts to enlist or enrol, in any regiment or corps of the regular, reserve, or auxiliary forces, liable to be tried for "**desertion**"?

*A.* Yes. [*M. Act*, 50.]

*Q.* Is a N.-C. officer of the volunteer staff, who enlists, liable to trial for desertion?

*A.* Yes. [*id.*]

*Q.* May any soldier be tried for desertion without reference to the length of time during which he may have been absent?

*A.* Yes; and may thereupon be found guilty of desertion or of absence without leave. [*Art. W.*, 43.]

*Q.* Is a soldier liable to be tried for desertion from any regiment in which he may have unlawfully enlisted whilst in a state of  
"from another regiment?"

[*id.*, 49.]

**Q.** What constitutes "**absence without leave**"?

**A.** Absence without leave from quarters, garrison, camp, company or detachment, or being found 1 mile or upwards from the camp without a pass. [Art. W., 50.]

**Q.** What constitutes "**disgraceful conduct**"?

**A.** Embezzlement, fraudulent misappropriation of money or stores; malingering; producing disease; wilfully injuring himself; theft, or any offence of a felonious or fraudulent nature; cruel, indecent, or unnatural conduct. [id., 79, et seq.]

### *Proceedings on Commission of Offences.*

**Q.** When any officer or soldier is accused of an **offence punishable by the laws of the land**, what is the duty regarding him of the C. officer and officers of his corps?

**A.** They are, upon application duly made in behalf of the party injured, to use their utmost endeavours to deliver over such accused person to the civil magistrate, and to assist the officers of justice in securing him. [Art. W., 17.]

**Q.** When any person subject to the Mutiny Act is charged with committing a **military offence**, how is he to be dealt with?

**A.** He is to be put in arrest (if an officer) or confinement (if a soldier), and within a reasonable time brought to trial or released. [id., 18.]

**Q.** Is the officer commanding a guard, or the provost marshal, bound to receive and keep any **prisoner committed** to his charge?

**A.** Yes; if the prisoner be committed by an officer or N.-C. officer. [id., 19.]

**Q.** When an officer or N.-C. officer commits a prisoner, within what time and in what form must he deliver an account of the crime?

**A.** At the time of committal, or without unnecessary delay. The statement must be in writing, and bear his signature. [id.]

**Q.** Is an officer liable to punishment who **unnecessarily detains a prisoner in confinement** without bringing him to trial?

**A.** Yes. [id., 74.]

**Q.** When a C.-officer considers it advisable to **try by an inferior court** an offence which, strictly speaking, is cognizable by a higher, what course should he pursue?

**A.** He should lay the case, with the charge he intends to bring, before the general officer commanding, with an application for permission so to proceed. [id., 140.]

**Q.** By whom should **witnesses** be summoned?

**A.** In the case of a general C.-martial, by the judge-advocate

general, or his deputy, or the person officiating as judge-advocate; in other cases, by the president of the court. [*M. Act*, 13.]

Q. What privilege is accorded by law to persons summoned and attending as witnesses?

A. They are privileged from arrest during such attendance, and in going to and returning from the same. [*id.*]

Q. What power as to the reduction of a warrant officer is vested in the government of a presidency in India?

A. It may reduce him to lower warrant rank, or to the rank he held previous to appointment as warrant officer. [*Art W.*, 128.]

Q. By whose order may a N.-C. officer be reduced?

A. That of the C.-in-Chief (or C.-in-Chief in India or in any of its presidencies), or colonel, except in the case of an army school-master. [*id.*, 137.]

Q. May a charge of drunkenness (not on duty) against a N.-C. officer be submitted to a C.-martial?

A. Yes. [*id.*, 78.]

Q. May a charge of drunkenness (not on duty) against a soldier be submitted to a C.-martial?

A. Such a charge should be summarily disposed of, unless it appears to the C.-officer that the soldier, by reason of his previous offences of drunkenness, should be tried by a district C.-martial, when the general commanding may order the trial. [*id.*]

Q. May drunkenness (on duty) of a soldier be punished summarily by the C. officer without a C.-martial?

A. Yes. [*id.*, 77.]

Q. When a magistrate commits a soldier on a charge of desertion, in Great Britain or Ireland, how is such soldier disposed of?

A. The magistrate is to cause him to be conveyed in civil custody to his regiment or depot, or to the nearest military station, or to the nearest or most convenient prison or police station, or delivered to a party of soldiers in charge of a N.-C. officer, transmitting an account of the proceedings to the S. of State for War to the end that the deserter may be proceeded against according to law. [*M. Act*, 34.]

Q. When a magistrate commits a deserter abroad, how is such deserter to be disposed of?

A. The justice is to cause him to be conveyed to some public prison, or if the deserter's corps be in such part he may deliver him into custody at the nearest military post, if within reasonable distance, transmitting a return to the general or other officer commanding, in the form annexed to the Act, in order that the deserter may be removed by order of such officer, and proceeded against according to law. [*id.*]



**Q.** What is contained in the Act as to the transfer and subsequent trial of deserters (other than recruits before joining)?

**A.** The deserter is liable to be transferred by the general or other officer commanding to the nearest, or any other regiment or corps, and to be after such transfer tried and punished.

[*M. Act*, 34.]

**Q.** When a recruit who has deserted before joining is transferred under the powers conferred by the Mutiny Act, is he liable to be punished for the desertion?

**A.** Not otherwise than by forfeiture of personal bounty. [*id.*, 36.]

**Q.** May any number of charges for desertion form the subject of a single arraignment?

**A.** Yes. [*id.*, 49.]

**Q.** When a soldier serving in any corps confesses that he is a deserter from some other corps, or from the militia, what is to be done?

**A.** If evidence of the truth or falsehood of such confession cannot then be conveniently obtained, a record of such confession, signed by the C. officer, is to be entered in the regimental books, and the soldier will continue to do duty in the regiment in which he may be serving, or in any regiment to which he may be transferred until discharged, or until proof can be obtained, when he may be tried either for desertion or for making a false statement to his C. officer.

[*Art. W.*, 46.]

**Q.** May the record of a confession of desertion, or a copy of it, purporting to bear the signature of the officer in charge of the regimental books, be produced as sufficient evidence thereof?

**A.** Yes. [*id.*]

**Q.** What documentary evidence is admissible in proof of the truth or falsehood of a confession of desertion?

**A.** A letter from or on behalf of the officer commanding the corps from which the soldier states he deserted. [*id.*]

**Q.** What powers are vested in the C.-in-Chief, or at a foreign station in the general or other officer commanding, in any case in which a soldier confesses desertion?

**A.** He may dispense with trial, and order such soldier to serve in any regiment or corps. [*id.*, 47.]

**Q.** What forfeiture is incurred by a soldier confessing desertion when trial for desertion is dispensed with?

**A.** He forfeits service for the period between date of desertion stated in confession and date of order to serve, and is not to reckon said period as part of his limited service; also all advantage from former service as to G.-C. pay, and pension on discharge; and all medals and decorations in possession, with annuity or gratuity thereto appertaining. [*id.*]

**Q.** If a soldier has been **illegally absent from duty for 21 days**, what steps are to be taken ?

**A.** A court of inquiry of 3 officers is to assemble, to examine witnesses upon oath respecting the fact of his absence, and the deficiency, if any, in his kit. The court is to declare the absence and the period thereof, as well as the deficiency, if any, in the kit. A record of the same is to be entered in the regimental books. [Art. W., 167.

**Q.** If a soldier who is absent should not afterwards surrender or be apprehended, what effect is such record to have ?

**A.** The effect of a conviction for desertion. [id.

**Q.** When a soldier surrenders or is apprehended after his absence, &c., has been recorded, on the declaration of a court of inquiry, in the regimental books, may the record, or a copy thereof, purporting to bear the signature of the officer having the custody of the regimental books, be produced at his trial as evidence of the facts ?

**A.** Yes ; but the prisoner's identity with the soldier mentioned in the record must be proved. [id.

**Q.** When any soldier **becomes maimed, mutilated, or injured**, except by wounds received in action, what course is followed ?

**A.** He is brought before a court of inquiry, and if in the opinion of the court the injury has been the result of design, he is to be put on his trial for disgraceful conduct. [id., 82.

**Q.** How are the proceedings of a court of inquiry on a maimed or mutilated soldier to be disposed of ?

**A.** They are to be transmitted through the judge-advocate general to the C.-in-Chief, and afterwards through the S. of State for War to the Chelsea Commissioners. [id.

### *Constitution and Composition of Courts-Martial.*

**Q.** Name the **different descriptions** of C.-martial.

**A.** General, detachment general, district or garrison, regimental or detachment C.-martial. [Art. W., Courts-Martial.

**Q.** To what officers may the **power of convening** general and district or garrison C.-martial be delegated by Her Majesty ?

**A.** Field officers and officers of superior rank ; except in detached situations beyond sea, where a field officer is not in command ; in which case a captain may be authorized to convene a district or garrison C.-martial. [M. Act, 6.

**Q.** Are officers who have been authorized to convene C.-martial permitted to delegate that authority to others ?

**A.** Only if empowered to do so by warrant. [id.

**Q.** Who may convene a detachment general C.-martial ?

A. Any officer in command beyond sea, where it is impracticable to assemble a general C.-martial. [Art. W., 107.

Q. How may a regimental C.-martial be assembled?

A. Under the Articles of War, by appointment of the commanding officer of a regiment, battalion, brigade, or depot, provided he is not under the rank of captain. [id., 112.

Q. By whom may a detachment C.-martial be convened?

A. By the senior officer in command of the detachment, provided he is not under the rank of a captain; or, in case the troops are on board a ship not in commission, by the senior officer on board, whatever be his rank. [id., 113.

Q. Of how many officers should the different kinds of C.-martial be composed?

A. A *general* C.-martial, if convened in the United Kingdom, East Indies, Malta, or Gibraltar, of not less than 9 officers; if in Nova Scotia, or Bermuda, not less than 7; and if in any other place, of not less than 5. A *district or garrison*, if convened in the United Kingdom, East Indies, Malta, or Gibraltar, of not less than 7; if in Nova Scotia, or Bermuda, of not less than 5; if in any other place, of not less than 3. A *regimental or detachment* of not less than 5, unless it is impracticable to assemble that number, in which case 3 are sufficient. [id., 106, et. seq.

Q. What officers only are eligible to serve on general C.-martial?

A. Those who have held a commission for 3 years before the date of assembly of the court. [M. Act, 8.

Q. By whom is the president of every court appointed?

A. By or under authority of convening officer. [Art. W., 114.

Q. May the confirming officer, or the officer whose duty it has been to investigate the charges on which the prisoner is arraigned, be president of a C.-martial?

A. No. [id.

Q. What descriptions of C.-martial must be presided over by an officer not under the rank of field officer, if possible?

A. General C.-martial, and such district C.-martial as are convened for the trial of a warrant officer. [id.

Q. May an officer under the rank of captain be appointed president of any C.-martial?

A. Not except in the case of a detachment general C.-martial, or of a regimental or detachment C.-martial held on the line of march, or on board a ship not in commission, or at any place where a captain cannot be had. [id.

Q. In what case only can the officer who convenes a C.-martial act as the president thereof?

A. In that of a detachment general C.-martial. [id.

serving. The loss of rank may be inflicted in either or both of those ranks. [*M. Act*, 162.]

Q. May a general C.-martial sentence a commissioned officer to be suspended from doing duty or from pay?

A. No. [*id.*

Q. May a general C.-martial sentence an officer to forfeit his field medals and decorations?

A. Yes. [*id.*

Q. What C.-martial can try a warrant officer?

A. General and district or garrison C.-martial. [*id.*, 128.]

Q. To what punishments may a district or garrison C.-martial sentence a warrant officer?

A. To be dismissed the service, or suspended from rank, pay, and allowances for any stated period, or to be reduced to the bottom, or any place in the list of his rank, or to an inferior class; or if originally enlisted as a soldier, and continued in the service until his appointment to be a warrant officer, to be reduced to the rank of a private soldier, or to be remanded to regimental duty in the rank held by him immediately before his appointment. [*id.*

Q. To what punishments may a warrant officer be sentenced by a general C.-martial?

A. To the punishments detailed in last answer, and to such others as a general C.-martial can award. [*id.*

Q. Is a warrant officer liable to corporal punishment?

A. No. [*id.*

Q. What are the powers of C.-martial in respect to **hospital apprentices** in India?

A. A general, district, or garrison C.-martial may sentence to suspension from rank and pay and allowances for a stated period, or to reduction to the lowest or any place in the list, or to both of these punishments in conjunction, or to dismissal from the service. [*id.*

Q. What C.-martial may try **N.-C. officers and soldiers**?

A. Any C.-martial. [*Art. W., Courts-Martial.*

Q. To what punishment, as regards loss of rank, may a N.-C. officer be sentenced by a regimental or other C.-martial?

A. To be reduced to the ranks (except in the case of an army schoolmaster, who may be sentenced to dismissal or loss of service, but not to reduction). [*id.*, 137.]

Q. May a C.-martial try a **recruit** before attestation?

A. Not unless such recruit has received pay other than enlisting money. [*M. Act*, 47.]

Q. Name some of the military offences of soldiers which, strictly speaking, are **cognizable by a general C.-martial** only.

A. Mutiny and insubordination, corresponding with or misbe-

having before the enemy, plundering, treacherously making known the watchword, creating false alarms, sleeping on or quitting his post when a sentry, offering violence to persons bringing provisions, forcing a safeguard. [*Art. W., Crimes, &c.*]

**Q.** In what cases are **civil offences** triable by C.-martial?

**A.** When officers or soldiers, serving at Gibraltar, or within Her Majesty's dominions beyond sea, where there is no civil judicature in force, or with Her Majesty's forces out of her dominions, are accused of treason, or any offence which, if committed in England, would be punishable by civil law, and not by C.-martial; also, when persons subject to the Mutiny Act, whilst serving in India at a distance of upwards of 120 miles from any of the Presidencies, are accused of any crime which, if committed in England, would be punishable by the criminal law there, provided the same be also punishable under the Indian penal code for the time being. [*M. Act, 101; Art. W., 143, 145.*]

**Q.** What C.-martial only can try civil offences?

**A.** General C.-martial. [*id.*]

**Q.** With what offences only is a **detachment general C.-martial** competent to deal?

**A.** With offences committed against the property or person of an inhabitant of any foreign country in which the troops may be serving. [*M. Act, 12.*]

**Q.** Has a detachment general C.-martial power over the same persons as a general court-martial?

**A.** Yes. [*id.*, 12]

**Q.** Name some offences which may be tried by a general or a **district or garrison C.-martial**, but not by an inferior tribunal.

**A.** Absence from or improper conduct during divine worship; violence to a clergyman; perjury; traitorous or disrespectful words against the sovereign or royal family; disrespect towards C.-in-Chief; striking, offering violence, or using threatening or insubordinate language to his superior officer; desertion, and offences connected therewith; sending a flag of truce without authority; giving a wrong parole or watchword; spreading alarming reports; disclosing numbers, movements, &c., of the army; leaving the ranks without orders; leaving a guard, piquet, or post; being taken prisoner through carelessness or disobedience; misappropriation of supplies; impeding or refusing to assist the provost marshal; breaking arrest or escaping from confinement; disgraceful conduct; drunkenness (of a soldier) not on duty; demanding billets for more than the number of effectives; quartering wives and children against consent; taking money for freeing from billets; neglecting or refusing to assist civil magistrate in apprehension of offenders; fighting, or failing to take steps to prevent, a duel. [*Art. W., Crimes, &c.*]

**Q.** Name some offences which may be tried by a **regimental** or other C.-martial, as may be deemed expedient.

**A.** Absence from school; absence without leave; failing to appear at parade; quitting platoon or division; creating false alarms at home; when in command of a guard, failing to report prisoners, releasing a prisoner, or suffering him to escape; neglecting to obey orders; drunkenness on duty; drunkenness (of a N.-C. officer) not on duty; ill-treatment of landlords in billets; offences connected with carriages; a N.-C. officer striking or ill-treating a soldier; hiring another person to do his duty; losing, making away with, or wilfully spoiling appointments, necessaries, medals, &c.; destroying or injuring private property; mutiny, and insubordination accompanied with personal violence, and other offences on the line of march, or on board a ship not in commission. [Art. W., Crimes, &c.]

**Q.** May a regimental C.-martial try a soldier for absence without leave exceeding 21 days?

**A.** Not without the permission of the general or other officer commanding the brigade, district, or garrison. [id.]

**Q.** May a regimental C.-martial try a soldier for desertion?

**A.** No. [id.]

**Q.** May a regimental C.-martial try a N.-C. officer or soldier for drunkenness, not on duty?

**A.** It may try a N.-C. officer, but not a soldier, on such a charge. [id., 78.]

**Q.** Are C.-martial bound to take cognizance only of crimes specified by the Articles of War?

**A.** No; all crimes not capital, and all acts, disorders, and neglects which persons subject to the Articles of War may be guilty of, to the prejudice of good order and military discipline, are to be taken cognizance of. [id., 105.]

**Q.** Under what limitation as to time may offences against former **Mutiny Acts** be tried and punished as if committed against the present Act?

**A.** They may be so tried if the offences have not been committed more than 3 years before the date of warrant for trial, unless the accused, by reason of having absented himself, or of some manifest impediment, shall not have been amenable to justice within that period; in which case the trial may take place at any time within 2 years after the impediment has ceased. [M. Act., 97.]

**Q.** Does a warrant for holding C.-martial, issued under a former Mutiny Act, remain in force during the existing Act?

**A.** Yes. [id.]

**Q.** Must a C.-martial, constituted under the authority of a

former Mutiny Act, discontinue its proceedings on the expiration of the same?

A. No. [M. Act, 97.]

Q. If an officer or soldier be acquitted or convicted of any offence, is he liable to be **tried a second time** by the same or any other C.-martial for the same offence?

A. No. [id., 14.]

Q. Should any person have been acquitted or convicted by the civil magistrate, or by verdict of a jury, is he liable to be again convicted by a C.-martial for the same offence?

A. No. [id., 39.]

Q. Is it necessary that an offender should be tried and punished in the **place in which his offence** was committed?

A. No; he may be tried and punished as if the offence had been committed in the place of trial. [id., 7.]

### *Punishments by Courts-Martial.\**

Q. Name the principal crimes rendered specially liable to the punishment of **death** by the Mutiny Act.

A. Mutiny; holding correspondence or treating with a rebel or enemy; misbehaviour before an enemy, cowardice, or desertion; sleeping on or abandoning a post; violence to superiors when in the execution of their office, and disobedience to the lawful commands of a superior officer. [M. Act, 15.]

Q. What proportion of the members of a general C.-martial must concur in a sentence of death?

A. Two-thirds at least. [id., 8.]

Q. What is the shortest period of **penal servitude** to which an offender may be sentenced?

A. 5 years. [id.; Art. W., 116.]

Q. Name some of the principal crimes rendered specially liable to penal servitude.

A. Mutiny and insubordination, desertion, misbehaviour before the enemy, sleeping on or leaving his post, embezzlement of stores. [Art. W., Crimes, &c.]

Q. To what periods are sentences of **imprisonment** restricted?

A. Not longer than 2 years in the case of general, district, or garrison C.-martial, and not longer than 42 days in that of regimental or detachment courts. [id., 116, 129.]

Q. May all sentences of imprisonment be either with or without hard labour, or with or without solitary confinement?

A. They may, within the prescribed limits. [M. Act, 26, 27.]

\* See also previous heading, "*Powers and Jurisdiction of Courts-Martial.*"

**Q.** When a general, district, or garrison C.-martial sentences a soldier to imprisonment, for what portion thereof may it direct that he be kept in **solitary confinement**?

**A.** For any portion or portions not exceeding 14 days at a time, nor 84 days in any one period of 336 days, with intervals between the periods of solitary confinement of not less duration than such periods. [Art. W., 126.]

**Q.** When a general, district, or garrison C.-martial sentences to imprisonment for a period exceeding 84 days, for what portions thereof may it award solitary confinement?

**A.** The court must expressly order that the solitary confinement shall not exceed 7 days in any 28 days of the whole imprisonment awarded, with intervals between the periods of not less duration than such periods. [id.]

**Q.** When a regimental or detachment C.-martial awards imprisonment, for what portion or portions thereof may it direct the prisoner to be kept in solitary confinement?

**A.** Not exceeding 14 days at a time, with intervals of not less duration than such periods. [id., 129.]

**Q.** For what period may any C.-martial award solitary confinement without further imprisonment?

**A.** Not exceeding 14 days. [id., 121.]

**Q.** Where sentences of solitary confinement cannot be put in execution, is a court bound to regard the convening officer's instructions to that effect?

**A.** Yes. [id., 122.]

**Q.** On what day are all terms of penal servitude or of imprisonment to be **reckoned as commencing**?

**A.** On the day on which the original sentence and proceedings are signed by the president. [id., 139.]

**Q.** May a C.-martial sentence a prisoner, already under sentence of imprisonment or penal servitude for a previous offence, to **further terms** of the same punishments?

**A.** Yes; it may award further sentence of imprisonment or penal servitude, to commence at the expiration of the previous sentence, although the aggregate imprisonment or penal servitude may exceed the term for which those punishments could be otherwise awarded. [id., 138.]

**Q.** Under what restrictions, and for what offences, may soldiers be sentenced to **corporal punishment**?

**A.** No C.-martial has power to award corporal punishment for any offence committed during time of peace within the Queen's dominions, but any C.-martial may sentence a soldier to corporal punishment while on active service in the field, or on board a ship not in commission, for any breach of the Articles



of War. No sentence of corporal punishment may exceed 50 lashes. [*M. Act*, 22.]

*Q.* Name in detail the **forfeitures** to which any offender may be sentenced by a general, district, or garrison C.-martial.

*A.* Forfeiture absolutely, or for any period not less than 18 months, of any G.-C. badge, or any G.-C. pay earned by past service; forfeiture of any annuity, gratuity, medal, or decoration; forfeiture of any advantage as to pension earned by past service; forfeiture of all right to G.-C. pay, and to pension on discharge, whether in respect of past or future service.

[*Art. W.*, 117.]

*Q.* May forfeitures imposed by general, district, or garrison C.-martial, be in addition to any other punishment which such courts may award?

*A.* Yes. [*id.*

*Q.* Name the offences on conviction of which a soldier forfeits as a consequence all advantages as to G.-C. pay, and pension on discharge, which might have accrued from former service, and of all medals and decorations, together with any annuity or gratuity which may appertain thereto.

*A.* Desertion; wilfully maiming; tampering with eyes; felony (unless the S. for State for War shall otherwise direct), or any offence for which he may have been sentenced to penal servitude, or been discharged with ignominy. [*id.*, 168.]

*Q.* To what forfeitures in addition to imprisonment, with or without hard labour, is a soldier liable who makes a false confession of desertion to his C. officer?

*A.* To forfeiture of all advantage as to G.-C. pay, and pension on discharge, which might have accrued from former service, and of any G.-C. badges, medals, or decorations, and of any annuities or gratuities relating thereto. [*id.*, 46.]

*Q.* To what **fine** is a soldier liable on conviction before a C.-martial of drunkenness on duty or not on duty?

*A.* A fine not exceeding £1, to be levied by stoppages from his daily pay. [*id.*, 77.]

*Q.* May a fine imposed by a C.-martial for drunkenness be either with or without other punishment which the court is competent to award?

*A.* Yes. [*id.*

*Q.* In levying any fine or fines for drunkenness, what restriction is placed on the daily amount of stoppage?

*A.* The stoppage shall in no case exceed fourpence a day. [*id.*

*Q.* In the case of any loss, destruction, or damage, should the court ascertain the amount by evidence?

A. Yes ; except in the case of arms, clothing, instruments, equipments, accoutrements, or necessities. [Art W., 131.]

Q. May the court award stoppages for the full value of the articles lost, destroyed, or damaged ?

A. The offender is to be placed under stoppages for such an amount only as shall be proved to the satisfaction of the court. [id.]

Q. In the case of loss, destruction, or damage of arms, clothing, instruments, equipments, accoutrements, or regimental necessities, in what manner may stoppages be awarded by the court ?

A. The court may direct that the stoppages shall continue till the cost of replacing the articles lost, destroyed, or damaged, be made good. [id.]

Q. May any person be subjected to stoppages to an amount greater than is sufficient to make good the loss actually occasioned by his default ?

A. No. [id., 130.]

Q. What limit is fixed by the Articles of War to the total amount of daily stoppage on any account from a soldier's pay ?

A. So much only may be stopped as, after satisfying the charges for messing and washing, shall leave him a residue of at the least one penny a day. [id., 132.]

Q. What class of offenders may be sentenced by general, district, or garrison C.-martial, to be discharged with ignominy from the service ?

A. Any offender may be so sentenced. [id., 117.]

Q. May the sentence of discharge with ignominy be in addition to any other lawful punishment awarded to the offender by the C.-martial ?

A. Yes. [id.]

Q. What punishment is prescribed for an officer convicted of drunkenness on duty under arms ? State whether the punishment is peremptory or optional with the court.

A. Cashiering. The court has no option. [id., 76.]

Q. What punishments are authorized by the Mutiny Act for the crime of embezzling stores ?

A. Penal servitude, or such punishment of fine, imprisonment, dismissal, or reduction, as the court may think fit. The offender may also be required to make good any loss or damage sustained, the amount being ascertained by evidence and declared in the sentence of the C.-martial. [M. Act, 17.]

Q. In cases of embezzlement of stores, &c., how may the amount of any loss or damage which the offender has been sentenced to make good be recovered ?

A. Either by process of law, or, should the offender remain in

the service, by inflicting stoppages not exceeding one-half his pay and allowances until the amount be recovered. [*M. Act*, 17.]

*Q.* In what cases should the sentence of a C.-martial by which a soldier has been tried be inserted in his discharge?

*A.* In cases of conviction for desertion. [*Art. W.*, 167.]

### *Proceedings of Courts-martial.*

*Q.* Between what hours may trials by C.-martial be carried on?

*A.* Between 8 A.M. and 4 P.M. In India, between 6 A.M. and 4 P.M. A court may, if necessary, continue sitting after 4 P.M., but must record their reasons for so doing. In cases requiring immediate example, or in which the C. officer certifies under his hand that the same is expedient for the public service, trial may be at any hour. [*Art. W.*, 160.]

*Q.* By whom and when may members of a C.-martial be directed to view any place in order to understand the evidence?

*A.* By the convening authority, before or after the assembling of the court. [*id.*, 160.]

*Q.* When a grave offence is tried by an inferior C.-martial, where should the superior officer's permission be recorded?

*A.* In the heading of the proceedings. [*id.*, 140.]

*Q.* When a person belonging to the army is tried by a mixed C.-martial, how are proceedings regulated?

*A.* Under the Mutiny Act and Articles of War, as if composed of military officers only. [*id.*, 146.]

*Q.* When a person belonging to the marines is tried by a mixed C.-martial, how are its proceedings regulated?

*A.* As if composed of officers of the land forces only, but under the Act and Articles for marines on shore. [*id.*]

*Q.* In what manner, and when, should an opportunity be given to the prisoner of objecting to be tried by any of the officers detailed for his C.-martial?

*A.* Immediately after assembly the names of the president and members should be read over in hearing of the prisoner, who is then to be asked by the president if he objects to be tried by any of them. [*id.*]

*Q.* If a prisoner, on being questioned, objects to the president, how is such objection to be dealt with?

*A.* Unless disallowed by two-thirds at least of the other officers of the court, the objection must be referred to the authority by whom the president was appointed. [*id.*]

*Q.* If a prisoner objects to be tried by any officer other than the president, by whom is such objection to be decided?

*A.* By the president and other officers. [*id.*]

*Q.* In what manner is the **prescribed oath** to be administered to the president and members of a C.-martial?

*A.* On a general C.-martial the president and members will take the oath before the judge-advocate. On any other C.-martial the oath will be administered by the president to the members, and afterwards by a sworn member to the president. [*Art. W.*, 152.]

*Q.* When should the oath be administered to the judge-advocate by the president?

*A.* After the members have been sworn. [*id.*]

*Q.* When should the oath be administered to officers attending the court for instruction?

*A.* After the judge-advocate. [*id.*]

*Q.* Does anything contained in the Mutiny Act render an oath necessary in any case where by law an affirmation may be made instead thereof?

*A.* No. [*M. Act.*, 96.]

*Q.* May the **prosecutor**, or a witness for the prosecution, act as judge-advocate at a trial?

*A.* No. [*Art. W.*, 159.]

*Q.* Is it necessary that an oath be administered to every **witness** examined before a C.-martial?

*A.* It is, except in the case of persons empowered by law to make a solemn affirmation. [*id.*, 153.]

*Q.* What course is to be pursued in the case of persons who, being summoned, fail to attend on C.-martial; or who, attending, refuse to be sworn; or who, being sworn, refuse to give evidence?

*A.* They are to be proceeded against before the civil law courts, or a C.-martial, as the case may require. [*M. Act*, 13.]

*Q.* After a soldier has been found guilty, what may the court inquire into and record?

*A.* The prisoner's **former convictions**. When found guilty of drunkenness, evidence is to be received of all former entries of drunkenness against him in the regimental, company, or other defaulter book. [*Art. W.*, 78, 154.]

*Q.* What description of previous convictions are to be received in evidence against a prisoner?

*A.* Any by a C.-martial, or by a court of ordinary criminal jurisdiction. [*id.*, 154.]

*Q.* How may a previous conviction be proved?

*A.* If by a C.-martial, by the entry thereof in the C.-martial book or defaulter book, or by certified copy of such entry. If by a civil court, by production of the certificate required by the Mutiny Act, or by certified copy of such certificate, or by the entry of the conviction in the C.-martial or defaulter book, or by certified copy of such entry. [*id.*, 155, 156.]

*Q.* May any entry of a civil conviction be made in the C.-martial or defaulter book, except upon the certificate required by the Act?

*A.* No. [Art. W., 156.]

*Q.* For what purpose is evidence of former convictions to be received by the court?

*A.* For the purpose of assisting their discretion in awarding punishment. [id., 154.]

*Q.* To what extent only should a C.-martial be influenced in deciding on the **sentence** by the existence of former convictions against the prisoner?

*A.* It must not in any case award any other punishment than may be legally awarded for the particular offence of which he has been found guilty. [id.]

*Q.* State what the Articles of War enjoin as to the **behaviour of members** of a C.-martial?

*A.* All the members are to behave with decency, to take their seats according to rank, and not quit them without permission of the president, who will clear the court on any discussion; and in case of intemperate words by any member, direct the same to be taken down in writing, and reported to the officer ordering the C.-martial to assemble. No reproachful words are to be used to witnesses or prisoners. [id., 161, 162.]

*Q.* Who is responsible that every person attending a C.-martial is treated with proper respect?

*A.* The president. [id.]

*Q.* How should a person be dealt with who uses **menacing words** or gestures before a C.-martial, or disturbs the proceedings, or commits any other contempt of such court?

*A.* If an officer or soldier, he may be punished at the discretion of the court, or by a court of superior power; if a civilian, he may be taken before a magistrate, to be punished according to law. [id.]

*Q.* In taking the **votes of a C.-martial**, what order is to be observed by the president?

*A.* He is to begin with the youngest member. [id.]

*Q.* By whom are proceedings of C.-martial **transmitted to the judge-advocate general for preservation**, and what is to accompany them?

*A.* Of general C.-martial, by the officiating judge-advocate; of district or garrison C.-martial, by the president. [id., 157.]

*Q.* Is a person who has been tried by a general, district, or garrison C.-martial, entitled to a **copy of the proceedings** and sentence in his case?

*A.* Yes; if demanded within 3 years from date of final decision, and on payment of 4*d.* per folio of 72 words. [id., 158.]

### *Revision and Confirmation of Courts-Martial.*

**Q.** Detail the provisions of the 14th clause of the Mutiny Act, as to the **revision** of C.-martial?

**A.** No finding, opinion, or sentence given by any C.-martial, and signed by the president thereof, shall be revised more than once, nor shall any additional evidence in respect of any charge on which the prisoner then stands arraigned be received by the court on any revision. [*M. Act*, 14.]

**Q.** By whom must the proceedings of *general* C.-martial be **confirmed**?

**A.** By Her Majesty, or the officer commanding in chief, or some other person duly authorized by Her Majesty. [*Art. W.*, 123.]

**Q.** To whom should the proceedings of a *detachment general* C.-martial be forwarded for approval and confirmation?

**A.** To the general commanding the army in the field. [*id.*, 124.]

**Q.** To whom should the proceedings of *district* or *garrison* C.-martial be forwarded for confirmation?

**A.** To the general officer, governor, or senior officer in command of the district, garrison, island, or colony. [*id.*, 127.]

**Q.** To whom should the proceedings of *regimental* C.-martial be submitted for confirmation?

**A.** To the C. officer. [*id.*, 129.]

**Q.** Who confirms proceedings of *detachment* C.-martial?

**A.** The senior officer on the spot, not being a member. [*id.*]

**Q.** By whom must a **sentence of death in the colonies** be approved before it can be carried into execution?

**A.** By the civil governor. [*id.*, 123.]

**Q.** By whom must sentences by C.-martial in respect of **civil offences abroad** be confirmed?

**A.** By the C.-in-Chief in the place, or by the officer by whose authority the court was appointed. [*id.*, 143, 144, 145.]

**Q.** Before sentence of death or penal servitude in the case of an officer, or of death in the case of a soldier, can be carried into effect, *in civil cases, out of Her Majesty's dominions or in India*, by whom must it be approved?

**A.** Out of Her Majesty's dominions, by the Commander-in-Chief of the forces there serving; in India, by the governor-general in council, or governor in council of the presidency.

[*id.*; *M. Act*, 101.]

### *Commutation, Mitigation, and Remission of Sentences.*

**Q.** May **any confirming officer** commute, remit, or mitigate the sentence, if he sees fit?

A. In some cases he can commute, and in most he can mitigate or remit the punishment. [*M. Act; Art. W.*]

Q. Name the punishments which may be commuted by competent authority under the provisions of the Mutiny Act.

A. Death, penal servitude, cashiering, and corporal punishment. [*M. Act, 16, 20, 24, 25.*]

Q. By whom and for what punishments may a judgment of death be commuted?

A. Her Majesty; or, abroad, the C. officer having authority to confirm the sentence may commute it for penal servitude of not less than 5 years, or imprisonment. [*id.*, 16.]

Q. By whom and how may penal servitude be committed?

A. Her Majesty; or, out of the United Kingdom, the C.-in-Chief may commute such sentence for imprisonment not exceeding 2 years. [*id.*, 20.]

Q. How may Her Majesty commute sentence of cashiering?

A. By ordering the offender to be reprimanded, or, in addition, to suffer loss of army or regimental rank, or both. [*id.*, 25.]

Q. How and by whom may corporal punishment be commuted?

A. For imprisonment, by any confirming officer. [*id.*, 24.]

Q. What amount and description of imprisonment may be awarded in commutation of a sentence of corporal punishment?

A. Imprisonment not exceeding 42 days, with or without hard labour, and with or without solitary confinement. [*id.*]

Q. By whom and how may corporal punishment be mitigated?

A. The confirming officer may reduce the number of lashes, or award imprisonment for any period not exceeding 20 days, with or without hard labour, or with or without solitary confinement, together with corporal punishment, to be inflicted in the prison, not exceeding 25 lashes. [*id.*]

Q. When solitary confinement is awarded in commutation or mitigation of corporal punishment, what limit is fixed thereto?

A. It is not to exceed 7 days at a time, with intervals of not less than seven days between each period. [*id.*]

Q. If a sentence of penal servitude or corporal punishment is commuted to imprisonment, and the offender is, at the time of commutation, under sentence of penal servitude or imprisonment, when should the imprisonment awarded in commutation be directed to commence by the confirming officer?

A. At the expiration of the previous sentence of penal servitude, or imprisonment. [*id.*, 28; *Art. W.*, 138.]

Q. When forfeiture, deprivation, or stoppage of pay has been added to penal servitude, and the sentence has been commuted for imprisonment, by whom may such forfeiture, &c., be enforced, mitigated, or remitted?

A. By Her Majesty ; or, out of the United Kingdom, by the C.-in-Chief. [*M. Act*, 21.]

Q. By what military authorities and with whose concurrence may any sentences of stoppage of pay be either wholly or partially remitted ?

A. The C.-in-Chief, with concurrence of the S. of State for War, the C.-in-Chief in India, with concurrence of the Indian Government, or the C.-in-Chief of a Presidency, with the concurrence of the local government. [*Art. W.*, 134.]

### *Execution of Sentences.*

Q. How is **penal servitude** at home carried out ?

A. Her Majesty's pleasure thereupon having been notified, the judge of the civil court makes order for the penal servitude, as in sentences under civil law. [*M. Act*, 18.]

Q. How is penal servitude abroad carried out ?

A. On receiving a notification of the sentence from the military authority, the judge of the civil court is to order the intermediate custody and penal servitude of the offender, and to notify the same to the governor of the presidency or colony ; and under his authority the sentence will be carried into effect. Pending receipt of the order for intermediate custody, the offender is to remain under military custody. [*id.*, 19.]

Q. By whom is the place of **imprisonment** appointed ?

A. In the case of general C.-martial, by the officer commanding the district ; in all other cases, by the officer who confirms the proceedings ; and in default of such appointment, then by the officer commanding the regiment. [*Art. W.*, 139.]

Q. If a soldier under imprisonment is removed into hospital, or to another prison, or out of prison and detained in custody, does the period so passed out of prison reckon as part of the sentence ?

A. Yes. [*M. Act*, 31.]

Q. Is any sentence of penal servitude or imprisonment passed by any civil or military court on a soldier affected by the discharge from service of such soldier ?

A. No. [*id.*, 32.]

### *Certificate of Civil Convictions, Military Penalties consequent thereon.*

Q. Is the clerk of a civil court before which an officer or soldier may have been tried bound to furnish, on demand, a **certificate of the offence** and conviction or acquittal ?

A. He is, on payment of 3s. [*M. Act*, 39.]

Q. Should any person subject to the Mutiny Act have been



**acquitted or convicted by the civil power, is he liable to be punished for the same offence under military authority?**

*A.* Not otherwise 'than by cashiering, in the case of an *officer*; by reduction to an inferior class, or to the rank of a private soldier, by order of the C.-in-Chief, in the case of a *warrant officer*; by discharge or loss of previous service, by order of the C.-in-Chief, in the case of an army *schoolmaster*; or by reduction to the ranks, by order of the C.-in-Chief or of the colonel, in the case of a *N.-C. officer*. [M. Act, 39.]

*Q.* What military penalty is incurred by a C.-officer who may be convicted before any of Her Majesty's superior courts, of **obstructing civil justice?**

*A.* He is deemed thereupon to be cashiered. [*id.*, 76.]

*Q.* What is the military penalty if an officer is convicted by the civil power of an offence against **laws relating to billets?**

*A.* He is deemed to be thereupon cashiered, and ineligible for further military employment. [*id.*, 87.]

the pay sheet. The letters F., H., P., D., stand for Furlough, Hospital, Prison, and Detachment; and a zero for absence without leave. He will cause the payments made in his presence to be added up, and having ascertained its accuracy, sign his name to the total. [\*

Q. Is the officer's signature at foot of each column in the pay sheet a voucher that he saw the money actually paid? [\*

A. It is. [\*

Q. How may an officer ascertain whether the pay issued to a soldier is or is not what he is entitled to for the week (or day)?

A. By calculating the amount for which the man is entitled to credit from the first of the month to date, including arrears due to him, and deducting therefrom the authorized stoppages and payments for the same period. If a soldier is not in debt, or under stoppage, the difference (if a credit) is due, and if not exceeding the weekly (or daily) rate of his total pay, should be paid to him, but no greater sum should be paid to a soldier, without the sanction of the officer commanding his company. [\*

Q. When a **settlement** with a soldier has been necessarily interrupted, whose duty is it to take care that the weekly or daily payments are resumed as early as possible?

A. That of his captain or immediate C. officer.

[*Pay Warrant*, 634.

Q. When **arrears** of pay have become due to a soldier, how should the same be issued?

A. Either in one sum, on his rejoining, or in weekly (or daily) instalments, together with the accruing daily pay; or they may be applied for his benefit as his captain or C. officer may determine. [*id.*

Q. Who is charged with the payment of the **hospital staff** and subordinates?

A. The control department.

[*A. Circ.*, 1873, *cl.* 44.

Q. How often is the pay of **schoolmasters** issued?

A. Weekly in arrear.

[*A. Circ.*, 1871, *cl.* 163.

### *Advance Pay.*

Q. For what **purpose** is an advance of pay sanctioned for men embarking?

A. To provide sea necessaries, and meet deductions for grocery or spirit rations, &c. [*Pay Warrant*, 640.

Q. How is the **amount** of advance pay fixed?

A. If at home, at Malta, or at Gibraltar, according to a scale in the Army Regulations; in other cases it is fixed by the general commanding. To mixed detachments returning from India by the Indian troop ships, no advance is made. [*id.*; *A. Circ.*, 1872, *cl.* 33.

*Ordinary Pay.*

**Q.** What are the **daily rates** of ordinary pay of the different ranks of N.-C. officers and soldiers?

**A.** Serjeant-major, 3*s.* 3*d.*; bandmaster, 3*s.* 1*d.*; quarter-master serjeant, 2*s.* 7*d.*; serjeant-instructor of musketry, 2*s.* 11*d.*; colour-serjeant, 2*s.* 5*d.*; paymaster-serjeant, 1*s.* 11*d.* (after three years, 2*s.* 5*d.*, after five years, 2*s.* 7*d.*); regimental orderly-room clerk, 1*s.* 11*d.* (after three years, 2*s.* 5*d.*, after five years, 2*s.* 7*d.*); drum-major, 1*s.* 11*d.*; serjeant, 1*s.* 11*d.*; corporal, 1*s.* 3*d.*; private, 1*s.*; boys under fifteen years, 7*d.*; bugler, fifer, piper, or drummer, 1*s.* 1*d.*; armourer-serjeant, 4*s.* 11*d.*

[*A. Circ.*, 1863, *cl.* 126; 1874, *cl.* 24.

**Q.** What soldiers are entitled **after re-engagement** to an additional 1*d.* per diem?

**A.** Such as may have re-engaged before, or within three months after receipt, in the district or command, of the Royal Warrant of 2nd June, 1870.

[*A. Circ.*, 1870, *cl.* 90; 1873, *cl.* 126.

**Q.** What is the daily rate of a **schoolmaster's** pay?

**A.** 3*s.* 9*d.*, increasing by 6*d.* a day every three years until 6*s.* 9*d.* is reached, except in the following cases:—1st class schoolmasters serving under former regulations, who receive 6*s.* 9*d.*, or if re-enlisted, 7*s.* 9*d.*; and 2nd class ditto, who receive 5*s.* 3*d.*, or if re-enlisted, 6*s.* 3*d.*

[*A. Circ.*, 1873, *cl.* 126; 1874, *cl.* 23.

**Q.** What is the pay of an **armourer-serjeant** when invalided, and when the arms (interchangeable) are necessarily transferred to another qualified armourer?

**A.** 2*s.* 2*d.* a day. [*Pay Warrant*, 703.

**Q.** What authority must be obtained before issuing to **regimental clerks** any of the increased rates of pay sanctioned by Royal Warrant?

**A.** The written authority of the C.-officer. [*A. Circ.*, 1871, *cl.* 47.

*Extra Duty Pay (Ranks).*

**Q.** What extra duty pay is granted to a soldier who temporarily does the **duty of a N.-C. officer above serjeant**, who may be returning home on sick leave or for discharge?

**A.** 6*d.* in addition to pay, provided the total does not exceed the rate of the grade in which he acts. [*Pay Warrant*, 641.

**Q.** What is the extra duty pay of a soldier doing the duty of an **orderly room clerk** or **paymaster-serjeant** returning home on sick leave or for discharge?

A. If a serjeant, 6*d.* a day; or, if under that rank, his pay is made up to that of serjeant. [*Pay Warrant*, 644.]

Q. What is the extra duty pay of the soldier acting in the absence of the **armourer** (in corps with interchangeable arms)?

A. 1*s.* a day. [*id.*, 644.]

Q. Is a N.-C. officer temporarily doing the duty of a **serjeant** (except armourer) or **corporal** returning home on sick leave entitled to extra duty pay?

A. No. [*id.*, 645.]

Q. Name some general restrictions which apply to all extra duty pay of **acting ranks in wings or detachments**.

A. Such pay is only to be issued for the day or days on which the duties have been actually performed, and the amount so issued is in no case to exceed the rate of the grade in which the soldier acts. [*id.*, 646.]

Q. Name the circumstances under which extra duty pay is granted to an **acting serjeant major**, quartermaster serjeant, or orderly room clerk, and state the amount sanctioned for each of these ranks.

A. The conditions of grant and rates are the same in each rank, viz.,—while serving abroad with a wing of not less than 4 companies, at a considerable distance from head-quarters or on passage, 6*d.* a day; with a mixed detachment on passage, if of not less than 250 N.-C. officers and men, 6*d.* a day; if of less than 250, but not less than 150, 4*d.* a day. [*id.*]

Q. What extra duty pay is sanctioned for the soldier performing the **combined duties** of serjeant major and orderly room clerk, or of quartermaster serjeant and paymaster serjeant, with mixed detachments on passage?

A. For a detachment of not less than 250 N.-C. officers and men, 6*d.*; of less than 250, but not less than 150, 4*d.* a day. [*id.*]

Q. Under what circumstances and to what amount is extra duty pay sanctioned for an **acting paymaster serjeant**?

A. When a detachment of not less than 3 companies abroad renders a pay list to the War Office, 6*d.* a day is granted. [*id.*]

Q. What is the daily rate of extra duty pay of **acting school-masters** of detachment schools or on board ship?

A. 6*d.* a day for 7 days in the week, except during school holidays. [*A. Circ.*, 1871, *cl.* 163; 1873, *cl.* 49.]

Q. What is the rule as to the appointment and rates of pay of acting N.-C. officers on voyage to or from **India** when the detachments consist of various corps?

A. If the number of N.-C. officers present does not exceed 1 in 10 of each grade, soldiers may be appointed to complete the said

proportion, their pay being made up to that of the grade in which they act. [Pay Warrant, 646.]

Q. What is the daily extra duty pay of **acting serjeant-instructors** of musketry?

A. If qualified at Hythe, when employed at the head-quarters of a regiment, 1s. ; when employed otherwise, 8d. ; if not so qualified, 6d. [id.]

Q. What is the daily extra duty pay of the acting serjeant-major, quartermaster serjeant, orderly room clerk, and paymaster serjeant of a **brigade depot**?

A. Each receives 6d. a day. [A. Circ. 1874, cl. 45.]

Q. What is the extra duty pay of a qualified acting serjeant-instructor of musketry at a brigade depot?

A. 8d. a day for the days on which he is actually employed during the annual course. [id.]

### *Extra Duty Pay (Appointments).*

Q. What is the extra duty pay of a **serjeant cook**?

A. 6d. a day, if qualified. [Pay Warrant, 647.]

Q. In what case is the second or assistant cook allowed pay, and at what rate?

A. If duly qualified, and superintending the cooking of a wing or detachment entitled to extra duty pay for a staff of acting N.-C. officers, 6d. a day. [A. Circ., 1873, cl. 2.]

Q. What extra pay is sanctioned for **gymnastic instruction** in regiments?

A. N.-C. officer employed as regimental or assistant instructor, with the sanction of the inspector of gymnasia or a temporary assistant in absence of paid instructor, 1s. a day for six days in the week. The soldier acting for a serjeant employed as gymnastic instructor with another regiment receives the difference between the pay of his own rank and that of the serjeant whose duty he performs. [id. ; Pay Warrant, 647.]

Q. What sum is granted to **acting armourers** to detachments on voyage to or from India by the Cape?

A. 24s. to the man or men so acting. [Pay Warrant, 647.]

Q. Name the ordinary extra pay of regimental **provost serjeants**.

A. 6d. in addition to regimental pay as long as it is certified that the duties are efficiently performed. [A. Circ., 1872, cl. 169.]

Q. Under what conditions and to what extent may the extra duty pay of provost serjeants be increased?

A. If the regiment is quartered singly at a station, and provost cells are actually in the provost serjeant's charge, he is to receive 8d. a day ; or if other troops (excluding men of other corps tempor

arily attached), are at the station, and he has charge of their prisoners, he is to receive—

For additional troops of a strength of 100 men or under, 10*d.* a day.  
 When over 100 and under 300 inclusive, . . . . . 1*s.* „  
 When over 300, . . . . . 1*s.* 2*d.* a day.

The provost serjeant of a regimental detachment of not less than 2 companies is to receive pay at 2*d.* a day less in each case than the foregoing. The provost serjeant in a garrison, who, in consequence of the cells being apart from the barracks, has no police duties, is to receive 8*d.* only for charge of the cells.

[*A. Circ.*, 1872, *cl.* 169 ; 1874, *cl.* 27.]

*Q.* What is the pay of provost serjeants and their assistants in addition to pay or pension under all other circumstances ?

*A.* Regimental, . . . . . 8*d.* }  
 Wing or detachment, not } For each day on board ship.  
 under 2 companies, . . . . . 6*d.* }

Provost serjeant in charge of convicts or C.-martial prisoners on board ship, if the number of prisoners be 10 or under, 4*d.* ; if the number be over 10, 6*d.*

Assistant to provost serjeant specially authorized, . . . . . 6*d.*  
 Provost cook (when actually employed), . . . . . 4*d.*

[*A. Circ.*, 1872, *cl.* 169 ; 1873, *cl.* 50.]

*Q.* What extra duty pay is allowed for the provost serjeant of a brigade depot ?

*A.* The same as for a detachment, except when a regiment and brigade depot occupy the same barracks, in which case the regimental provost serjeant only will receive extra duty pay.

[*A. Circ.*, 1874, *cl.* 45.]

*Q.* By whom and on what ground must issue of all extra duty pay to regimental and detachment provost serjeants be specially authorized ?

*A.* By the general officer commanding, who must determine in each case whether the nature and amount of the duties justify the grant.

[*A. Circ.*, 1874, *cl.* 27.]

*Q.* What is the extra duty pay of an **acting schoolmaster** of a regiment in the absence of the trained schoolmaster ?

*A.* 1*s.* a day for 7 days in the week, except during school holidays, when the adults attending school do not exceed 50 ; 1*s.* 3*d.* above 50 ; 1*s.* 6*d.* above 100.

[*A. Circ.*, 1871, *cl.* 163 ; 1873, *cl.* 49.]

*Q.* What is the extra pay of soldier **school assistants** ?

*A.* Senior assistant in each school, 6*d.* ; other assistants 4*d.* a day for 7 days in the week, except during school holidays. [*id.*]

*Q.* What number of soldier school-assistants may be appointed in each school ?

A. One to every 20 pupils calculated according to the average number daily attending the adult and grown children's school.

[A. Circ., 1871, cl. 163 ; 1874, cl. 93.]

Q. What extra duty pay is granted to a **school orderly** ?

A. 1s. a week.

[id.]

Q. What is the extra duty pay of **acting librarians** on board ship ?

A. Between England and Cape, or stations east of Cape,—

	Whole Period.	Broken Period.
For less than 150 vols., . . . . .	10s. 0d.	1d. a day.
„ 150 to 300 vols., . . . . .	15s. 0d.	1½d. „
„ over 300 vols., . . . . .	20s. 0d.	2d. „

Between England and India, *via* Suez,—

For less than 150 vols., . . . . .	3s. 4d.	1d. a day.
„ 150 to 300 vols., . . . . .	5s. 0d.	1½d. „
„ over 300 vols., . . . . .	6s. 8d.	2d. „

[Pay Warrant, 647.]

Q. To what extra duty pay is the **savings bank clerk** entitled ?

A. According to the following scale per mensem :—

If under 50 accounts, . . . . .	2s. 6d.
From 50 to 74 inclusive, . . . . .	3s. 6d.
„ 75 „ 99 „ . . . . .	4s. 6d.
„ 100 „ 149 „ . . . . .	6s. 0d.
„ 150 „ 199 „ . . . . .	7s. 6d.
For every additional 50, . . . . .	2s. 6d.

[id.]

Q. Detail the Regulations as to the pay of regimental **hospital subordinates** (not belonging to the A. H. Corps).

A. N.-C. officers and privates, when necessarily employed, shall receive an hospital entire diet free of stoppage, except on board ship other than an hospital ship, on the march, or in a non-dieted hospital, when they shall receive extra duty pay of 4d. a day ; but when in receipt of an hospital diet they shall not be entitled to the ordinary ration or any allowance in lieu thereof.

[A. Circ., 1874, cl. 23, 120 ; 1875, cl. 7.]

Q. What extra duty pay is allowed to orderlies (not belonging to the A. H. Corps) in **charge of lunatics** at sea ?

A. Provided no remuneration is issued from the estate of the lunatic, £1 for the voyage by the Cape and stations to the eastward, 10s. for the overland route or voyage from stations west of the Cape.

[Pay Warrant, 647.]

### *Good-conduct Pay.*

Q. Explain the **conditions and rates** of G.-C. pay.

A. Every soldier under the rank of serjeant is to receive additional pay and G.-C. badges, as follows :—

After 2 years' service, provided his name  
has not been entered in the regimental  
defaulter book for 2 years immediately  
preceding the claim,..... } 1*d.* a day, with 1 good-con-  
duct badge.

Having, for 2 years imme-  
diately preceding the  
claim, been uninterrup-  
tedly in the receipt of  
the next lower rate of  
good-conduct pay,..... } After 6 years' service, 2*d.* a day, with 2 badges.  
After 12 years' service, 3*d.* a day, with 3 badges.  
After 18 years' service, 4*d.* a day, with 4 badges.  
After 23 years' service, 5*d.* a day, with 5 badges.  
After 28 years' service, 6*d.* a day, with 6 badges.

[*Pay Warrant*, 911.

Q. What advantage is given to a soldier of 16 and less than 18 years' service whose name has not been entered in the regimental defaulter book for 14 years?

A. He receives the G.-C. pay of 18 years' service on completion of the said 14 years' good conduct, and the rates attached to 23 and 28 years' service after 21 and 26 years respectively.

[*id.*, 914.

Q. What advantage is given to a soldier of 21 and less than 23 years' service, whose name has not been entered in the regimental defaulter book for 14 years?

A. He receives the G.-C. pay of 23 years' service on completion of the said 14 years' good conduct, and the rate attached to 28 years after 26 years' service.

[*id.*, 915.

Q. What does a soldier of 26 and less than 28 years' service gain by his name not having been entered for 14 years in the regimental defaulter book?

A. He receives the G.-C. pay attached to 28 years on completion of the said 14 years.

[*id.*, 916.

Q. What is necessary before any soldier can be advanced to a higher rate of G.-C. pay?

A. He must have been in the uninterrupted receipt of the next lower rate for 2 years immediately preceding, except in the case of the special advantages attached to 14 years' continuous good conduct.

[*id.*, 917.

Q. If, having received the advantage for 14 years' uninterrupted good conduct, a man incurs any forfeiture, does he lose all benefit acquired by him for such uninterrupted good conduct?

A. Yes.

[*id.*, 918.

Q. What effect, in regard to G.-C. pay, does an entry in the regimental defaulter book have on a soldier not in receipt of G.-C. pay?

A. It renders him ineligible for such pay for 2 years from date of offence, or from date of the execution or termination of the sentence.

[*id.*, 920.

Q. What effect does 1 entry in the regimental defaulter book have on the G.-C. pay of a soldier with 1 badge?



A. It is forfeited for 1 year from date of offence, or execution, or termination of sentence. [Pay Warrant, 920.]

Q. What is entailed by a second entry within 12 months after a soldier with 1 badge has incurred forfeiture?

A. 2 years' uninterrupted good conduct for restoration. [id.]

Q. What effect does 1 entry in the regimental defaulter book have in the case of a soldier with 2 badges?

A. 1 badge and corresponding pay are forfeited for 1 year from date of offence, or execution, or termination of sentence. [id.]

Q. When a soldier with 2 badges has forfeited 1, what is the effect of a second entry within 12 months of first offence, and of a third entry within 12 months of a second?

A. A second entry prolongs the forfeiture of the first badge and pay for a year from date of second offence, or execution, or termination of sentence, and also forfeits the second badge and pay for a year after restoration of the first. A third entry within 12 months of second offence prolongs the forfeiture of first badge and pay for a year from date of third offence, or execution, or termination of sentence; and that of second badge and pay for a year after restoration of first; and also forfeits third badge and pay for a year after restoration of second. [id.]

Q. When may soldiers **sentenced by C.-martial** to deprivation of G.-C. pay or service regain their badges?

A. In the case of forfeiture of past service or of G.-C. pay absolutely, the soldier may regain them as if he were re-entering the army. In the case of forfeiture for a definite period, the soldier may resume his badges after the expiration of that period. [id., 921.]

Q. When a soldier has forfeited all his badges and corresponding pay, and his name is again entered in the regimental defaulter book before restoration of any of them, how long must he serve with uninterrupted good conduct to obtain **restoration**?

A. 2 years for each badge. [id., 922.]

Q. How soon does a soldier who has forfeited G.-C. pay become entitled to the benefit of the Regulations with respect to **further badges** and pay?

A. As soon as he has regained the maximum number of badges and the amount of corresponding pay to which he may have been entitled at any former period of his service. [id., 923.]

Q. If a **serjeant is reduced**, but is not sentenced to forfeiture of G.-C. pay, or convicted of felony, what benefit does he derive from his service as N.-C. officer?

A. He reckons it as G.-C. service, and receives the G.-C. pay of such service in addition to pay as private, subject only to a deduc-

tion of 1*d.* a day for one year from date of offence, or execution, or termination of sentence. [*Pay Warrant*, 924.]

*Q.* When a soldier whose service has been **forfeited by desertion** or other cause is restored to the benefit of such service, what is the effect of such restoration on G.-C. pay?

*A.* He is allowed to receive G.-C. pay at the rate to which his total service would have entitled him, having regard to the entries in the defaulter book against his name since enlistment, including that in which his service was forfeited. In such cases the uninterrupted possession of a lower rate for 2 years shall not be enforced, nor until 2 years from the date on which the soldier's service has been re-assessed for G.-C. pay. [*id.*, 925.]

*Q.* If a soldier **does not claim G.-C. pay** when entitled thereto, is it to be issued to him nevertheless?

*A.* Yes; C. officers are to take steps to prevent the forfeiture which must ensue if the pay is not claimed and issued within a year. [*id.*, 926; *A. Circ.*, 1867, *cl.* 87.]

*Q.* What **description of service is allowed to reckon** in the periods necessary to entitle soldiers to G.-C. pay?

*A.* All service not forfeited by imprisonment, absence from duty, or other causes, after the age of 18 in the case of soldiers enlisted under the Act of 1847, or after the age of 17 from date of attestation in the case of soldiers enlisted under the Acts of 1867 and 1870. Service in the army reserve, in the case of soldiers who rejoined the army from that force before 1st January 1874 counts towards G.-C. pay.

[*Pay Warrant*, 927, 928, 929, 930; *A. Circ.*, 1874, *cl.* 23.]

*Q.* When a soldier returns to army service *from the reserve*, is he entitled to reckon previous service in the army towards G.-C. pay?

*A.* Yes; whether allowed to reckon reserve service or not, he is entitled to resume all badges which were in his possession at the date of his transfer to the reserve force. [*A. Circ.*, 1874, *cl.* 23.]

*Q.* How is the service of soldiers *transferred from militia* reckoned towards G.-C. pay?

*A.* Army service from date of attestation is reckoned. Those men who volunteered from embodied militia between 31st December 1855, and 21st March 1861, or from disembodied militia during the last week of training in 1858, and who had previously rendered 6 months' militia service, may, after serving 2 years without an entry in the defaulter book, be granted their first badge, provided their total service, including militia service, amounts to not less than 3 years. [*Pay Warrant*, 931.]

*Q.* What is the rule as to reckoning service towards G.-C. pay militiamen who have fraudulently enlisted?

A. They are to reckon service only from the completion of their militia engagement, unless permitted to do so from attestation on account of long, faithful, or gallant service. [*Pay Warrant*, 932.

Q. Does *Alumbagh and Lucknow* boon service reckon towards G.-C. pay?

A. Yes. [*id.*, 933.

Q. Does service in the militia in the case of a serjeant *transferred to the permanent staff* thereof and service as serjeant instructor of volunteers reckon towards G.-C. pay?

A. Yes. [*id.*, 934.

Q. Does the service of soldiers whilst confined in asylums or in hospitals as *lunatics* count towards G.-C. pay?

A. No. [*id.*, 935.

Q. What soldiers on re-engagement and re-enlistment, **reckon former service** towards G.-C. pay?

A. Soldiers re-engaging during, or at the expiration of the first period, and soldiers permitted to re-engage or re-enlist after discharge, and to reckon former service under Regulations in force at the time. [*id.*, 936 ; *A. Circ.*, 1873, *cl.* 62.

Q. Under what circumstances may former service forfeited by *non-compliance* as to time with the conditions of re-engagement or re-enlistment be allowed to reckon towards G.-C. pay?

A. If long, faithful, or gallant service be performed subsequent to re-engagement. [*id.*

Q. If a soldier, discharged for incapacity for further service or other cause, on re-enlisting or re-engaging conceals the fact or *misrepresents the cause of his former discharge*, what penalty in regard to G.-C. pay is incurred?

A. The soldier is not allowed to reckon his former service, unless the same is sanctioned on the ground of subsequent long, faithful, or gallant service. [*id.*

Q. How is the service of a re-enlisted soldier affected by his having received a *settler's gratuity* or temporary pension on discharge?

A. The settler's gratuity must be refunded before the soldier can reckon former service ; but this rule does not apply to temporary pensions. [*Pay Warrant*, 942.

Q. What is the rule as to G.-C. pay of soldiers *transferred from the Marines*?

A. They reckon previous service if not forfeited, and keep the rewards in possession on transfer, being subject to Army Regulations as to further rewards. [*id.*

Q. What is the rule as to soldiers who have been discharged from the navy and enlisted in the army reckoning previous navy service towards G.-C. pay?

A. They reckon such service provided not more than 12 months have elapsed between discharge from one service and entry in the other, and provided G.-C. pay was in possession on discharge from the navy. [Pay Warrant, 945.

Q. May soldiers, permitted on re-enlistment or re-engagement to reckon former service, reckon periods prior to discharge and subsequent to re-engagement as continuous service so far as the possession of lower rates of G.-C. pay and absence of name from defaulter books are concerned?

A. Yes.

[id., 946.

Q. Name the cases on which the right to reckon **service towards G.-C. pay is forfeited.**

A. 1st. When actual service towards the completion of engagement has been forfeited. 2nd. During periods of imprisonment by order of a C. officer, or of confinement while awaiting trial followed by conviction, or of absence consequent thereon, or of absence from duty for any other cause. 3rd. In the case of a conviction by C.-martial for desertion, tampering with eyes, self-injury, &c., or of a sentence to penal servitude, or of conviction for felony in a civil court, or of any crime or offence which, if committed in England, would be felony, or of a confession of desertion when trial is dispensed with. 4th. When sentenced by a general C.-martial to forfeit the advantages of past or future service. [id., 947, 948, 949.

Q. If a soldier has been absent without leave for a period not exceeding 5 days, and stoppage of his pay has been remitted, is the forfeiture of service towards G.-C. pay remitted also?

A. Yes.

[id.

Q. Does the forfeiture of service towards G.-C. pay consequent on conviction for desertion, tampering with eyes, self-injury, &c., or on sentence to penal servitude, or on conviction for felony, &c., or on a confession of desertion, apply to past, present, or future service?

A. It applies to the whole period of the soldier's prior service.

[id.

Q. Name the cases in which prior service towards G.-C. pay, forfeited on conviction for certain offences, may be restored.

A. When the soldier subsequently performs good, faithful, or gallant service, he may, on the same being certified to the C.-in-Chief, be restored to the whole or any part of his service. [id.

### *Forfeiture, Stoppages, and Deductions.*

Q. In what cases is **an officer liable to forfeit pay?**

A. On absenting himself without leave, overstaying his leave, failing to join within 2 months on promotion, exchange, removal,

or appointment, or failing on first appointment to join as directed by the adjutant-general. [Art. W., 2.]

Q. Does a **soldier forfeit his pay** whenever his service towards limited engagement is not allowed to reckon?

A. Yes. [Pay Warrant, 683.]

Q. Does a soldier enlisted under the **Army Service Act, 1847**, if imprisoned by his C. officer, or while awaiting trial, forfeit his pay for the period of his imprisonment?

A. Yes; provided in the latter case such trial results in conviction. [A. Circ., 1873, cl. 2.]

Q. How does **absence from duty** without leave from his C. officer affect a soldier's pay?

A. If absence exceeds 5 days, pay for the period is forfeited; for 5 days and under, forfeiture may be enforced or remitted at discretion of C. officer. [Pay Warrant, 684.]

Q. Are **forfeitures to be in addition** to penalties consequent on imprisonment?

A. Yes; they commence from release. [W. O. Explan. Dir.]

Q. What are the rules as to the pay and subsistence of a soldier on **day of release from prison**?

A. He is to receive no pay, but a ration, or the price of it, is to be given him. [Pay Warrant, 685.]

Q. When **soldiers are acquitted**, released without trial, or illegally convicted of the charge on which they have been confined, how are they settled with?

A. After deducting subsistence at the rate of 6d. per diem, the arrears of pay are credited to them.

[id., 686; A. Circ., 1873, cl. 2.]

Q. Are **prisoners sent from abroad** for discharge in England, whilst waiting to embark or on voyage, entitled to pay?

A. No; only to rations or subsistence. [Pay Warrant, 687.]

Q. What is the rule as to pay of soldiers during any period of absence as **prisoners of war**?

A. The C.-martial which inquires into the circumstances may recommend that, on rejoining, the soldier shall receive all or any part of arrears due, less the ordinary foreign ration stoppage of 3½d. a day. [id., 688.]

Q. In **case of any doubt** as to the proper issue of pay, what course may be followed?

A. The pay may be withheld pending reference to the S. of State for War. [id., 689.]

Q. To what **ration stoppage** is an officer liable when supplied with rations abroad?

A. 2½d. a day, with wine, beer, or spirits; 1½d. a day without; groceries, 1½d. [id., 263.]

**Q.** To what ration stoppage is an officer liable while on board ship, and provided with a passage at the public expense?

**A.** With wine and beer, 3s. 6d. ; without, 2s. 6d.

[*Pay Warrant*, 265.]

**Q.** Are soldiers liable to any stoppage for the regulated ration of bread and meat on shore, or of the ordinary ration on board ship?

**A.** No.

[*A. Circ.*, 1873, cl. 126.]

**Q.** When a **grocery ration** is supplied as a separate ration, or forms part of the ordinary ration on board ship or ashore, what deduction may be made from the soldiers' pay?

**A.** 1½d. for each such ration.

[*id.*

**Q.** Whenever a **spirit ration**, or its equivalent, is supplied on board ship or elsewhere, what deduction is to be made?

**A.** 1d. per ration.

[*id.*

**Q.** What is the total stoppage which may be imposed on a private soldier to meet the **extra expenses of his mess and personal washing**?

**A.** 3s. 2½d. per week, or 5½d. per day.

[*id.*

**Q.** What proportion of the authorized daily stoppage of 5½d. is to be applied to the soldiers' washing?

**A.** ½d.

[*Instructions in W. O. form of ledger.*

**Q.** How may the **remainder of the soldier's pay**, after providing his extra messing and washing, be applied?

**A.** To meet any other charges for which the soldier is properly liable, provided that the residue required by the Articles of War in force at the time shall always remain to the soldier.

[*A. Circ.*, 1873, cl. 126.]

**Q.** In imposing stoppages, what residue must always (under the existing Articles of War) be left to the soldier?

**A.** 1d. a day.

[*Art. W.*, 132.]

**Q.** Is any saving that may arise on the sum allotted for the extra expense of messing and washing available to meet other charges?

**A.** Yes.

[*A. Circ.*, 1873, cl. 126.]

**Q.** Are **G.-C. pay and additional pay** available to meet any charges to which the soldier is properly liable?

**A.** Yes.

[*id.*

**Q.** To what **hospital stoppage** is an officer liable when dieted in hospital?

**A.** With an army in the field, or if wounded in action, 1s.; otherwise, 2s. 6d. per diem.

[*Pay Warrant*, 264.]

**Q.** Is a soldier when in hospital for wounds received in action, or on service in the field, liable to hospital stoppages?

**A.** Not except in the case of wounds arising from his own recklessness.

[*id.*

Q. To what daily stoppages are soldiers and boys liable when in hospital for *causes other than wounds* or their own misconduct?

	MEN.	BOYS.
A. When supplied with hospital diet, - - -	7d.	6d.
When receiving medical comforts, but not hospital diet, - - - - -	6d.	6d.

[A. Circ., 1873, cl. 126.]

Q. When a soldier is in hospital on account of sickness, certified to be the result of his own *misconduct*, to what stoppage is he liable?

A. Stoppage of the whole of his pay, with the exception of such residue as may be prescribed by the Articles of War in force at the time. [id.]

Q. May the stoppage of 6d. for *medical comforts* be imposed on the day of admission to hospital before the soldier has been placed on hospital dietary?

A. No. [id.]

Q. To what stoppage are sick soldiers liable when in *hospital ships* conveying invalids?

A. 6d. per diem. [id.]

Q. To what stoppage are hospital servants (other than A. H. Corps) liable when sick?

A. To the regulated stoppage for hospital diets. [id.]

Q. Is the amount due by a soldier on account of **barrack damages** recovered by stoppage from his pay?

A. Yes. [\*]

Q. To what stoppage are soldiers liable if provided with **prison clothing** when confined in a military prison, or in provost cells?

A. 1½d. a day for the first 28 days, or for such less number of days as the confinement may last.

[A. Circ., 1871, cl. 99; 1873, cl. 2.]

Q. What is the authorized weekly stoppage for **necessaries**?

A. It must not exceed 1s. 6d., except at the man's own request, or by sentence of C.-martial. [W. O. Circ., 891.]

Q. May stoppages for necessaries be made in advance?

A. They may, for 1 month, if the articles are expensive, and likely to throw the man in debt, or at his own request. [id.]

Q. What is the charge for **hair-cutting**?

A. 1d. per mensem. [G. O., 77, 1868.]

Q. Detail the stoppages which may be made to replace **medals and clasps** made away with or lost through carelessness.

A. Victoria Cross, . . . . .	£1	4	0
Medal for good conduct or distinguished service, . . . . .	0	7	0
Crimean, Kaffir War, or China Medal, . . . . .	0	7	0
Each clasp for do., . . . . .	0	1	0
Pegu, Cabul, Sutlej, Punjaub, or Burmah Medal, . . . . .	0	9	3
Each clasp for do., . . . . .	0	1	1½
Persian and Indian Mutiny Medal, . . . . .	0	7	6
Each clasp for do., . . . . .	0	1	6
Abyssinian Medal, . . . . .	0	8	6
New Zealand Medal, . . . . .	0	9	0

[*Pay Warrant*, 719.]

Q. What stoppages are to have precedence over those on account of **fines for drunkenness**?

A. No deduction on account of fines, whether imposed by C.-martial or by a C. officer, is to be made until all other legitimate charges have been satisfied. [*A. Circ.*, 1873, *cl.* 51.]

Q. Who are chargeable with the cost of new **drum heads** and repairs to drums, and with that of renewing bugle strings which become unserviceable within the prescribed period?

A. The drummers and buglers in charge of the instruments.

[*A. Circ.*, 1873, *cl.* 126.]

Q. In what cases, to what amount, and in what manner, is a pecuniary deduction to be made from soldiers who have been **released from militia service** for the purpose of enlisting?

A. Except when they have completed 2 trainings (or if re-attested, 1 training) with the militia regiment, a deduction is to be made from line bounty, or, at the man's option, a daily stoppage of 1*d.* from pay, till the sum of 18*s.* 6*d.* for militia enrolment, and also any balance he may have received in advance on account of his first engagement, if re-attested for a second, has been made good.

[*W. O. Circ.*, *T. M.* 221, 222; *A. G. Circ.*, *Mem.*, 271.]

Q. What stoppages may be inflicted, under the direction of the S. of State for War, on **militiamen who fraudulently enlist** in the line?

A. 1*d.* a day for 18 calendar months; and further, in the case of militia reserve men, 1*d.* a day for 240 days. [*M. Act*, 50.]

Q. What stoppage may be inflicted by the S. of State for War in pursuance of a **filiation order** pronounced by a court of law?

A. 6*d.* for a serjeant, 3*d.* for any other soldier daily. [*id.*, 106.]

Q. What powers do the Articles of War confer on the S. of State for War in cases in which **soldiers desert their wives** or any of their legitimate children under 14 years of age, or leave them in destitute circumstances without reasonable cause?

A. He may withhold a portion not exceeding 6*d.* of a serjeant's, 3*d.* of any other soldier's daily pay, and allot the same for the maintenance of the wife or children.

[*Art. W.*, 177.]



**Q.** What rules are to be observed in inflicting stoppages for wives or children ?

**A.** The stoppage is subject to the limitation as to stoppages fixed by warrant, and is not to take precedence of other proper deductions. Subject to these restrictions, as much should be recovered daily as possible. [A. Circ., 1870, cl. 175.]

**Q.** By whom and how is the amount stopped from a soldier for the benefit of his wife, under the S. of State's order, to be remitted to the woman ?

**A.** The captain will remit it monthly, at home, by means of a post-office order, which is to be paid for out of the stoppage; abroad, through the paymaster. The cause of any diminution or cessation of remittances should be explained in a letter of advice. [id.; A. Circ., 1873, cl. 5.]

*Pay, &c., when on Furlough and in Confinement.*

**Q.** To what amount, and for what period, should pay be advanced to a soldier proceeding on, or while on furlough ?

**A.** He should receive an advance calculated at a rate not exceeding two-thirds of the daily pay of his rank, exclusive of G.-C. pay, but including the ration allowance of 2d. a day, for such period as his captain may think necessary.

[Pay Warrant, 691 ; A. Circ., 1873, cl. 126.]

**Q.** What is done with the balance of pay due to N.-C. officers and soldiers on furlough ?

**A.** It is retained by the paymaster until the soldier returns. [id.]

**Q.** By whom is the actual cost borne of subsisting prisoners in cells or garrison confinement, and of soldiers who may be released from prison before expiration of sentence, and are confined to barracks and not doing duty ?

**A.** By the public. [A. Circ., 1874, cl. 23.]

**Q.** What charge will be borne by the public for each day on which prisoners are confined in guard-room or on board ship ?

**A.** In guard-room, 2½d. ; on board ship, 1½d. (besides the bread and meat ration). [id.]

**Q.** At what rate are prisoners to be subsisted when in arrest in billets pending trial by C.-martial ?

**A.** A rate not exceeding 10d. a day. [Pay Warrant, 678.]

**Q.** Is any charge to be made by regiments for the subsistence of soldiers in military prisons ?

**A.** No. [id., 679.]

**Q.** When a soldier is imprisoned in a civil gaol, either military offence under sentence of a C.-martial or as a d

what daily rate is to be paid to the governor of the gaol for subsistence in ordinary cases?

A. At home, 1s.; abroad, such sum as the S. of State for War may order. [Pay Warrant, 680; M. Act, 32.]

Q. If a soldier in a civil gaol is sentenced or ordered by the military authorities to be discharged from the service at the expiration of his imprisonment, what further sum for his subsistence may be issued out of army votes?

A. 6d. a day. [id.]

Q. What rate is not to be exceeded for the subsistence of a prisoner committed to the custody of the police on the line of march?

A. 1s. a day. [Pay Warrant, 681.]

Q. When a soldier is maintained at the public expense in a lunatic asylum, is he entitled to pay?

A. No. [id., 654.]

### *Working Pay.*

Q. For what kind of work is working pay issued?

A. For work on permanent military works and public roads; for services required by departments; and, subject to the approval of the S. of State for War, for the performance of special duties at sieges. [Pay Warrant, 648.]

Q. In what cases other than those specially mentioned in the Queen's Regulations are soldiers liable to be employed on working parties without receiving any extra remuneration?

A. All minor works, such as cleaning yards, guard rooms, and hospitals, filling carts with or carrying coals, sweeping, rolling, and weeding parades, moving furniture or stores, loading stores, construction of field works while under instruction, are duties for which no working pay is sanctioned (A. Circ., 1871, cl. 2, 210). No soldier in receipt of extra duty pay is entitled to receive working pay. [id., 650.]

Q. On what principle is the amount of working pay calculated?

A. It is generally calculated at hourly rates, any fractional part of an hour beyond the first hour being, at the discretion of the head of the department, counted as an hour. Two or more fractions of an hour appearing in a working period should be added together and computed in hours. When daily rates are adopted, no allowance should be made for any less fraction than quarter of a day. When desirable, piece or task work is to be resorted to, at such prices as will enable the men to earn the hourly or daily rates.

[id., 651, 652, 667, 668; A. Circ., 1871, cl. 48.]

How many hours should there be in an average working

A. The day should average 8 hours throughout the year.

[*Pay Warrant*, 655.

Q. At what rate are **officers superintending** working parties to receive working pay?

A. 4s. for 100 men or upwards, 2s. 6d. for any less number per diem. [*id.*, 250.

Q. In what cases only are officers to receive working pay?

A. When they are attached to the working party, and attend it throughout the working hours; but in no case is the proportion of one officer at 4s., or two officers at 2s. 6d. per hundred men, to be exceeded. When the officer's duty is confined to marching the men to and from their work, working pay is not issuable.

[*id.*, 252; *A. Circ.*, 1871, cl. 210.

Q. What are the special duties of officers and N.-C. **officers in receipt of working pay**?

A. To see that the work is properly performed by the men, in accordance with the instructions of the departmental officer in charge, and to keep the account of each man's work.

[*A. Circ.*, 1870, cl. 89.

Q. What are the **hourly and daily rates** of the working pay of N.-C. **officers and men**, and to what classes of men are these rates applicable respectively?

	Hourly Rate.	Daily Rate.
A. First Rate to skilled artificers, . . . . .	2d. .	1s. 4d.
Second Rate to artificers (not skilled workmen); to superior and special labourers, . . . . .	1½d. .	1s. 0d.
Third Rate to labourers (ordinary), . . . . .	1d. .	0s. 8d.
Fourth Rate to labourers (indifferent), . . . . .	¾d. .	0s. 6d.
Fifth Rate, as compensation merely for wear and tear of clothing, but not in addition to other rate, . . . . .	½d. .	0s. 4d.

[*Pay Warrant*, 656—661.

Q. In what case only, and at what rate, may working pay be issued to regimental **artificers** who receive regimental pay as such?

A. When employed on non-regimental work, for which working pay is issued, they may receive a rate not higher than the fourth. [*id.*, 662, 663.

Q. When soldiers receive working pay, have they any claim for compensation for **damage to clothing**?

A. No; special working dresses should be applied for when necessary. [*A. Circ.*, 1870, cl. 89.

Q. Name some of the employments in which soldiers receive the fifth rate of working pay to compensate them for wear and tear of clothing, &c.

A. Whitewashing barracks at intermediate periods; limewashing hospitals; cleaning hospital grounds. [*id.*

**Q.** What rates of working pay are issued to **N.-C. officers superintending** working parties?

**A.** When employed in the proportion of 1 N.-C. officer to 20 men,  $1\frac{1}{2}d.$  an hour, or  $1s.$  a day, unless qualified as artificers and superintending artificers' work, in which case they will receive the first rate. When necessarily employed to superintend less than 20 men, the N.-C. officer will receive  $1d.$  an hour or  $8d.$  a day. [A. Circ., 1873, cl. 2.]

**Q.** What restriction is placed on the number of N.-C. officers receiving working pay?

**A.** It is not to exceed 1 to every 20 men. [Pay Warrant, 665.]

**Q.** With whom rests the responsibility of **placing soldiers on the several rates** of working pay?

**A.** The local heads of departments. [id., 666.]

**Q.** Are N.-C. officers of working parties to be exempt from **manual labour**?

**A.** No; they are liable to be required to work at their crafts; but staff serjeants (not regimental artificers) are only to be required to perform such work as may be necessary in conjunction with their duties as superintendents. [A. Circ., 1870, cl. 89.]

**Q.** At what rates are N.-C. officers to be paid when superintending parties employed on **piece or task work**?

**A.** At daily or hourly rates. They are to receive no share of the amount paid to the party. [id.; Pay Warrant, 667.]

**Q.** May working pay be issued for the **time necessarily occupied in marching** a working party to its work?

**A.** Only with the sanction of the officer commanding at the station, when the aggregate distance to and fro exceeds 3 miles, and then only for the distance in excess. [Pay Warrant, 669.]

**Q.** What arrangements should be made as to the **meals of working parties**?

**A.** When the distance to the works exceeds 1 mile, the meals should be sent to them. [A. Circ., 1870, cl. 89.]

**Q.** What **additional working pay** may be issued to soldiers employed in water, or on works of emergency at night, or on tide-work out of working hours?

**A.** An addition of one-half to the ordinary rates.

[Pay Warrant, 670.]

**Q.** Name some of the rules as to the employment of soldiers in hazardous or dangerous duties, such as emptying stagnant wells or cesspools, and the rates of working pay to be issued in such cases.

**A.** Soldiers should be called upon to volunteer for such duties unless the C. officer considers that the work should be performed by civil labour), and are to be paid at rates not exceed-

ing twice the first rate of working pay, approved by the head of the department concerned.

[*Pay Warrant*, 671 ; *A. Circ.*, 1870, *cl.* 89.

Q. What additions are to be made to the working pay of soldiers employed in diving, or duties connected therewith ?

A. 1*s.* an hour to divers ; 3*d.* to soldiers attending the life-line and air-pipe,—for each hour the diver is under water.

[*Pay Warrant*, 672.

Q. What **pecuniary penalty** may be inflicted on soldiers of working parties who are negligent or inefficient, or who are guilty of misconduct whilst actually employed on the works ?

A. For negligence or inefficiency, the local head of the department concerned may reduce a soldier's working pay to the rate lower than that in receipt at the time. For misconduct, the whole or a part of the working pay for the day may be stopped.

[*id.*, 673, 674.

Q. Is working pay liable to any **stoppage or deduction** on account of regimental debts ?

A. No. [*id.*, 676.

Q. Is the amount of working pay earned by soldiers to be entered in their **ledger accounts** ?

A. No. [*A. Circ.*, 1870, *cl.* 89.

Q. By whom and how are claims for working pay in connection with **engineer services** settled ?

A. The amount shown in the working pay lists will be paid by the control paymaster on the order of the commanding royal engineer.

[*Engineer Reg.*, 487 ; *A. Circ.*, 1870, *cl.* 142.

Q. When should working pay earned by soldiers be **issued** ?

A. As soon as possible after the work has been performed, and before the soldiers quit the station. In no case should payment be deferred beyond the week following that in which the work is performed.

[*id.*

### *Savings Banks.*

Q. Who is responsible for the company's savings bank **ledger** ?

A. The captain. [*W. O. Circ.*, 711.

Q. What is the maximum of each soldier's **deposit** in the savings bank upon which interest is allowed in any one year ?

A. £30 (exclusive of interest added). [*id.*

Q. What is the largest sum which can be held in a military savings bank on account of a soldier ?

A. £200 (inclusive of interest added). [*id.*

Q. What is the smallest sum which a soldier can deposit ?

A. 1*s.* [*id.*

**Q.** What are the rules regarding the rate of **interest** allowed on deposits in a military savings bank?

**A.** The rate is £3, 15s. per cent per an.; no interest is allowed on other parts of a pound than 6s. 8d., and 13s. 4d., nor on sums that have not remained on deposit at least 1 month, reckoned from last day of settlement; interest is only allowed upon sums withdrawn up to settlement day preceding day of withdrawal, unless such day be settlement day. [*W. O. Circ.*, 711.]

**Q.** How often is the interest added to principal?

**A.** Quarterly, and thenceforward bears interest. [*id.*]

**Q.** When a soldier desires to **withdraw** his deposit or part of it from the savings bank, what is the rule as to notice?

**A.** He must give at least 7 days' notice; but the captain may dispense with such notice, and pay the money at once, if he sees fit. [*id.*]

### MESSING.\*

**Q.** State how the different articles of the soldier's messing (including the ration) are provided, and show how the **messing stoppage** chargeable to himself is appropriated.

**A.** The ration of bread and meat is supplied free. The regulated daily stoppage of 5d. (exclusive of washing) is to be expended (so far as necessary) in articles such as tea, coffee, sugar, pepper, salt, vegetables, flour, oatmeal, milk, &c. Occasionally, for the convenience of corps, some of these articles are supplied as a grocery ration by the control department at a cost of 1½d.

[\* *A. Circ.*, 1873, *cl.* 126.]

**Q.** Of what quantities of bread and meat does the **ordinary ration** consist?

**A.** *At home (in quarters)*, 1 lb. bread, ¾ lb. meat; *under canvass or on march at home*, 1½ lb. bread or 1 lb. biscuit, ¾ lb. of fresh or 1 lb. salt meat, except during the *Autumn manoeuvres*, when the ration is 1 lb. bread or biscuit and 1 lb. fresh or salt meat. *Abroad*, 1 lb. bread, or ¾ lb. biscuit, and 1 lb. of fresh meat, or salted beef, or pork. *In the field abroad* the bread is increased to 1½ lb., or the biscuit to 1 lb.

[*Warrants*, 24th Dec., 1850; 25th Feb., 1854.]

*A. Circ.*, 1867, *cl.* 73; 1872, *cl.* 112.]

**Q.** In what cases and at what rate may an **allowance in lieu of the ordinary ration** be issued?

**A.** When the ration cannot be issued to a soldier on duty who is not in receipt of any other allowance in lieu, or of a hot meal

\* See also questions and answers on "*Messing and Cooking*" under Queen's Regulations (S. 7, § 97) farther back in this Work.

while on the march, 6*d.* a day may be issued. Soldiers on ordinary or sick furlough receive 2*d.* for each day of actual absence. [A. Circ., 1873, cl. 126.]

**Q.** When a contractor's supply for the **ordinary ration is condemned**, and bread and meat are purchased for the troops, what expense will be allowed?

**A.** The actual expense, provided the quantity purchased does not exceed the authorized ration. But when, under such circumstances, articles are purchased which do not form part of the ration, the cost must not exceed the value, at contract rates, of the supplies condemned. [A. Circ., 1868, cl. 128.]

**Q.** In what quantity and at what price may **extra meat** be drawn daily for use in recreation rooms, &c., at home?

**A.**  $\frac{1}{2}$  lb. per man (but not exceeding, with the ration, 1 lb. for each name in the return), at contract price. [G. O., 53, 1867.]

**Q.** How are **articles of messing** (groceries, vegetables, milk, &c.), exclusive of those supplied by the control department, procured?

**A.** By contract or from the canteen (if on the regimental system), at the C. officer's discretion. [G. O., 69, 1868.]

**Q.** Describe shortly the course to be followed in **procuring contractors** for the supply of articles of messing, and for the removal of kitchen refuse.

**A.** Separate and distinct tenders are to be called for by advertisement. No contract is to be for more than 3 months. The tenders are to be received and taken charge of by an officer, and to be considered (samples being tested) by a board of officers, who will submit the tenders, with their observations, to the C. officer. The latter will then make his selection, and after communicating with the Q.-M.-general's department in the district, complete the contracts. [id.]

**Q.** How should the **board on tenders** for messing contracts be composed?

**A.** Of a field officer (if practicable) and two captains. [id.]

**Q.** How should **breaches of contract**, allowance of discount, or other irregularities on the part of messing contractors, be recorded for the information of C. officers at the station?

**A.** Every such case should be reported to the Q.-M.-general's office, where they will be recorded. [id.]

**Q.** Name the principal **obligations undertaken by all contractors** for the supply of articles of messing.

**A.** To supply articles equal to sample; to deliver them at the place and time appointed; not to give or lend money to any one in the corps, or their wives, or children; not to deal with unmarried soldiers, and to supply married men for ready money only; to adhere to contract, under a penalty (£50 for groceries or vege-

tables, £20 for milk), and to give two securities at £10 each; to deposit £10 (for milk £2) with any person appointed by C. officer, and to agree that the latter may levy fines out of it for breaches of contract, the only appeal being to the general commanding; to make good the deposit to the full amount on fines being levied; to provide a pass-book for each company; to send daily for the books, and to return them with prices filled in; to exchange articles rejected by the officer appointed to receive them; and to agree that, if he does not exchange them, the best articles in lieu may be ordered at his expense. [G. O., 69, 1868.]

**Q.** What are contracts for messing to contain, in case of the removal of the corps during the period thereof?

**A.** An agreement that, on the removal, the contract is to cease, unless the C. officer wishes to hold it good with the relieving corps. [id.]

**Q.** Name some of the principal obligations undertaken by the C. officer when he accepts any contract for messing.

**A.** That the contractor shall have the sole supply of the articles; to fine the contractor only for breaches of contract; to levy such fines as he thinks just at once; to have the pass-books at the orderly room ready and filled in at half-past 11 A.M. daily; that no complaints will be attended to after articles have been passed by the officer appointed to receive them; that the payments shall be made by the paymaster; and that, in cases of appeal to him, he will see justice done. [id.]

**Q.** What hour should be fixed for the delivery of articles of messing?

**A.** Such as will not entail on the contractor the employment of extra hands. [id.]

**Q.** Who should attend, in addition to the orderly officers, to receive the supplies of messing articles for the different companies?

**A.** The serjeant cook, orderly corporal, and company cooks. [id.]

**Q.** State shortly the course to be followed in settling with the contractors for articles of messing.

**A.** The contractors should send in separate bills against each company and the band on the 1st, 8th, 15th, and 21st of each month. The captains and officer in charge of the band having satisfied themselves that the accounts are correct, will certify the same in the prescribed form, and forward the bills to the paymaster for payment. [id.]

**Q.** How often should contractors be paid for articles of messing?

**A.** Weekly or at the discretion of the C. officer.

[id.]



Q. How should information regarding the expenditure on account of messing be placed within reach of the men?

A. The orderly corporal of each company is to enter the sum of the bills daily in a small book 'W. O. Form', which is to be put on a table in the recreation room.

Q. How are the charges for food messing to be settled with companies?

A. A charge for the amount due from each man is to be sent by the officer in charge (after obtaining the signature of the captain) to the paymaster for adjustment.

Q. In what book of each company is the amount reserved as the company's share of refuse money brought to the company's credit?

A. In the messing book. The amount reserved is to be used in reducing the total charge for messing against the men of the company.

Q. Describe a company's mess roll.

A. It forms part of the pay sheet, and has a column for each day of the month. Every man is accounted for in the column opposite his name, as in mess or otherwise. The entries should be inspected daily by the captain.

Q. What is a company's ration return?

A. A daily return to the quartermaster by each company showing the rations required for the following day.

Q. How long should the names of soldiers absent without leave remain in the ration list?

A. Not more than 24 hours.

[W. O. Form 100]

## THE SUPPLY OF CLOTHING AND NECESSARIES.

### Clothing.

Q. On what day of each year should new clothing be issued?

A. 1st of April.

[W. O. Form 100]

Q. How and when is annual clothing applied for?

A. Requisitions and size rolls are sent to the Director of Clothing: at home, 9 months before the clothing is due; abroad, at earlier periods.

[id.; A. Circ., 1870, d. 80; 1873, d. 117]

Q. What inspection is made of clothing on its arrival?

A. That of a board.

[W. O. Form 100]

Q. To whom are proceedings of boards of survey on clothing to be forwarded?

A. In case of rejection, to the A.-general; in other cases, to the Director of Clothing.

[A. Circ., 1873, d. 43]

Q. Has the board any duty as to the fitting of the clothing?

A. To fit 10 per cent on men of corresponding sizes.

[*W. O. Circ.*, 891.]

Q. What is the C. officer to **report to the A.-general**, at the close of the military year, as to clothing?

A. His opinion of its quality and durability. [*id.*]

Q. What **articles of clothing** does each soldier receive?

A. Tunic, cloth trousers, and 2 pairs boots annually; shako with cover triennially, and summer trousers biennially. [*id.*]

Q. Is it necessary that the *summer trousers* should last 2 years?

A. No; but if worn out sooner they must be replaced at the soldier's expense. [*A. Circ.*, 1867, *cl.* 16.]

Q. How often are *sashes* issued to serjeants?

A. Every 2 years. [*W. O. Circ.*, 891.]

Q. By whom and at whose cost is clothing issued **in material** to be made up?

A. By the master tailor, at the expense of the public. [*id.*]

Q. Is the clothing of regiments issued made up or in material?

A. Made up, except that of staff serjeants, drum-major, band, and 10 suits per company. [*id.*]

Q. At whose expense are necessary **alterations** of made up clothing executed?

A. Those of the annual clothing and first issues to recruits, with the exception of summer trousers, at the expense of the serjeant master tailor, when there is one, up to a strength of 880 of all ranks. One shilling per suit will be allowed by the public for fitting the clothing of any number of men beyond 880 clothed within the year. [*id.*; *A. Circ.*, 1871, *cl.* 86.]

Q. Is any charge made against the soldier for **sewing on chevrons**, badges, &c., to which he may be entitled?

A. No; the cost is included in the rates authorized for making up clothing, and in the case of altered clothing, may be separately charged against the public. [*W. O. Circ.*, 891; *A. Circ.*, 1874, *cl.* 2.]

Q. With what new clothing (exclusive of shako) is a **recruit approved between 1st April and 30th Sept.** supplied?

A. Tunic, cloth and summer trousers, 2 pairs boots.

[*W. O. Circ.*, 891.]

Q. Are recruits joining between 1st April and 30th Sept. entitled to boots on 1st Oct. of same year.

A. No. [*id.*]

Q. With what clothing (exclusive of shako) is a **recruit approved between 1st Oct. and 31st Dec.** to be supplied?

A. 1 pair of new boots, and part-worn clothing (including boots) equal to that in wear at the time. [*id.*]

Q. If there is no part-worn clothing, and new clothing is issued

to a recruit between 1st Oct. and 31st Dec., what new clothing is he to receive on 1st April and 1st Oct. following?

A. Tunic, cloth and summer trousers, on 1st April; a pair of boots on 1st Oct. [W. O. Circ., 891.]

Q. With what clothing (exclusive of shako) is a **recruit approved between 1st Jan. and 31st March** to be supplied?

A. New articles to last to 31st March of following year; cloth trousers and boots on 1st Oct. after approval. [id.]

Q. What clothing is specially issued free to troops going to India *via* the Cape?

A. A drill suit and cap cover. [A. Circ., 1870, cl. 125.]

Q. How are **boys during probation** clothed?

A. They receive a greatcoat, pair of boots, and cloth trousers, in addition to kit. [G. O., 105, 1868.]

Q. When does clothing become the **soldier's property**?

A. After it has been full time in wear, and been replaced by next issue (except shako, leggings, and greatcoat).

[W. O. Circ., 891.]

Q. May clothing be continued in **wear for additional periods**?

A. Yes; at the discretion of the general commanding. [id.]

Q. How are new articles of clothing which may be **surplus in store** to be disposed of?

A. If not wanted, they may be sold to soldiers. [id.]

Q. What prices are to be charged for such articles?

A. Such as may be published in the list of necessaries; but if not included therein, the compensation prices, with 5 per cent added. [id.; A. Circ., 1871, cl. 45; 1875, cl. 24.]

Q. How is **part-worn clothing**, if sold to soldiers, charged for?

A. According to the period in wear. [W. O. Circ., 891.]

Q. What is done with part-worn clothing if not required?

A. If with regiments at home, and fit for use, it is issued to recruits or sold by auction; if with regiments abroad, or unfit for use, it is sold on the spot. [id.]

Q. How is the clothing of **transferred soldiers** provided for?

A. They take greatcoats and articles (except shakos) that can be worn in the new regiment, the expense of necessary changes being defrayed by the public, unless the transfer has been at their own request for their own convenience; when their clothing cannot be thus worn, they take cloth trousers and a pair of boots only, and are dealt with in the new corps as recruits. [id.]

Q. How are men re-clothed **after desertion** or confinement?

A. With part-worn clothing, if practicable. [id.]

Q. How is a serjeant clothed **on promotion**?

A. He exchanges clothing with his predecessor. If this is impracticable, he receives new clothing if before 1st October, or

retains his own (receiving compensation to 31st March, and chevrons), if on or after that date. [*A. Circ.*, 1869, *cl.* 32.]

**Q.** How is a soldier clothed on appointment as **drummer**?

**A.** Under the same rules, but without compensation. [*id.*]

**Q.** How is a soldier clothed **on reduction** from serjeant?

**A.** If no part-worn clothing is available, as a recruit. [*id.*]

**Q.** Are men charged for damage to **returned clothing**?

**A.** Unnecessary damage only, not fair wear. [*id.*]

**Q.** Are men whose service will expire, or who intend to purchase **discharge** between 1st April and 30th June, to receive clothing?

**A.** No; they will receive compensation. [*id.*]

**Q.** What clothing are discharged soldiers allowed?

**A.** Between 1st July and 31st December, a part-worn tunic, cloth trousers, and boots which have been 3 months in wear; after 31st December, such clothing (except shako) as would have become their own on the 1st April. [*A. Circ.*, 1869, *cl.* 32.]

**Q.** State the rules as to clothing on **re-engagement**.

**A.** If between 1st April and 30th June, clothing which would have been due on 1st April preceding shall be issued on re-engagement (if not issued already), and on 1st October the boots or shoes to which the men are entitled; if between 1st July and 31st March, the men are to continue to wear the clothing issued on 1st April, and to be dealt with in all respects as during a year of ordinary service. [*id.*]

**Q.** When men are transferred or sent to the invalid depot, how is **compensation** settled?

**A.** It is settled up to the 31st March preceding, a separate clothing return being forwarded with each man.

[*W. O. Circ.*, 891; *A. Circ.*, 1868, *cl.* 107; 1869, *cl.* 132.]

**Q.** How are claims for compensation for clothing liquidated?

**A.** By payment in the currency of the country, or by expending the amount on articles for the soldier's benefit, at the discretion of the C. officer. [*W. O. Circ.*, 891.]

**Q.** What are the rates of compensation per month for the various articles of clothing of staff serjeants, serjeants, and other ranks?

<b>A.</b>	<b>STAFF SERJEANTS.</b>			<b>SERJEANTS.</b>			<b>RANK &amp; FILE.</b>		
	£	s.	d.	£	s.	d.	£	s.	d.
Shako, . . . . .	0	0	3	0	0	1½	0	0	1½
Tunic, . . . . .	0	2	2	0	0	11	0	0	7
Trousers (cloth or tweed),	0	1	4	0	0	11	0	0	9
„ (serge or tartan),	0	0	7	0	0	3	0	0	3
Frock (serge or kersey),	0	2	2	0	0	11	0	0	9
„ (cloth), . . . . .	0	2	4	0	1	5	—	—	—
Boots, per pair, . . .				0	1	10	0	1	10
Socks, . . . . .				0	0	0½	0	0	0½

[*A. Circ.*, 1874, *cl.* 2.]

Q. How is compensation for broken periods dealt with?

A. The full monthly rate is allowed for 15 or more days in a month, no lesser period being taken into account.

Q. How often, and in what manner, is the clothing account of regiments to be accounted for?

A. Yearly, in a clothing return.

Q. What are officers commanding companies or battalions required to do with respect to clothing?

A. A quittance roll, bearing the receipt of every man for articles of clothing, or compensation in lieu thereof.

Q. By whom, and in what manner, is the account of clothing which may be incurred on account of clothing to be submitted?

A. The paymaster settles all claims, but on home service every charge must be submitted to the Director of Clothing and he must be included in the pay lists. Abroad, the claims are submitted to him by the quartermaster for settlement after the same have been approved and signed by the C. officer.

Q. How is prison clothing provided for prisoners of war?

A. Prison suits (not exceeding 5 per cent of the strength) may be demanded for each regiment annually.

Q. Name the periods of wear and prices of new greatcoats. What is their regulated value when worn out?

A.		Price when new			Regulated value when worn out		
		£	s	d	£	s	d
Greatcoat without cape,	Staff,	-	1	3	0	0	3
	Other ranks,	0	15	2	0	3	0
Cape only,	Staff,	-	0	10	0	0	2
	Other ranks,	0	0	4	0	0	2

Q. By whom are greatcoats supplied and maintained?

A. The public supply them; but the soldier is liable for replacement through neglect or misconduct.

Q. How is the amount to be charged to the soldier if a greatcoat is lost or damaged?

A. By the value and time it has been in wear.

Q. What is the rule as to replacing worn-out greatcoats?

A. If the coats have been the full time in use, new ones may be issued, on the report of a board. In North America and other field operations, new ones may be issued a year earlier on the report of the general in command.

Q. What is done with unserviceable greatcoats?

A. They are returned to the nearest control officer, except 10 per cent, or more if necessary, for the use of invalids, &c., and such as are necessary for repairs to others. [*W. O. Circ.*, 891, 921.]

Q. What is done with greatcoats of non-effective men?

A. They are issued to other men. [*id.*]

Q. Are discharged soldiers allowed to take greatcoats with them?

A. Invalids and time-expired men are allowed a condemned or old greatcoat. [*id.*]

Q. What are the Regulations as to the issue of **watch coats**?

A. They are issued on 1st November, and returned on 1st April. Abroad, they are issued for use during the recognized winter months. [*Q. M. G. Circ. Mem.*, 137.]

Q. What is the rule as to the period of wear and disposal when worn out of watch coats?

A. They are to be used for six years, and prior to exchange are to be examined by a board of survey, who will report to the director of clothing, in order that instructions may be issued as to the disposal of the coats. [*A. Circ.*, 1874, *cl.* 56.]

Q. What are the rules as to issue, duration, and disposal when worn out, of **leggings**?

A. They are issued by the public, and replaced after 3 years, on report of a board. The condemned articles are returned to store on receipt of the new. Soldiers are liable for damage other than fair wear. [*W. O. Circ.*, 891.]

Q. Should transferred men take leggings with them?

A. Not unless specially ordered. [*id.*]

Q. Name the price of leggings.

A. 3s. 4d. [*id.*]

Q. By whom is the cost of marking leggings defrayed?

A. The public, on first issue of the articles. [*id.*]

Q. How are leggings to be charged for if rendered unserviceable by unfair usage?

A. The full price in first year after issue; afterwards a deduction at the rate of 1s. a year is to be made. [*id.*]

Q. At what price may leggings be sold after 3 years' wear?

A. 4d. per pair. [*id.*]

Q. What are the rules as to the supply, duration, and repair of **colours**?

A. They are issued by the public, and are to last 20 years. They are repaired at the public expense. [*id.*]

Q. What rates are allowed for **marking** the greatcoat, cape, rings, and head dress (with cover) of recruits?

. The greatcoat, 2d.; the other articles 1d. each.

[*A. Circ.*, 1874, *cl.* 2.]

*Clothing and Necessaries for Brigade Depots.*

**Q.** Is clothing issued **made up or in material** to brigade depots?

**A.** Always made up. [*A. Circ.*, 1874, *cl.* 116.]

**Q.** Should a separate **requisition** for clothing be made for each detachment composing a brigade depot?

**A.** Yes. [*A. Circ.*, 1873, *cl.* 106.]

**Q.** Should separate requisitions for necessaries be made for each detachment composing a brigade depot?

**A.** No; the requisition should be for the brigade depot generally. [*id.*]

**Q.** Should **accounts** of the receipt and disposal of all clothing for the detachments of a brigade depot, and of necessaries supplied to the brigade depot, be kept separately?

**A.** Yes. [*id.*]

**Q.** Is a **separate store** of necessaries to be kept for each detachment composing a brigade depot?

**A.** Yes. [*id.*]

**Q.** What store of necessaries will be allowed for each detachment in a depot brigade?

**A.** Such as may be sufficient for a three months' supply. [*id.*]

**Q.** What number of old **greatcoats** are allowed to brigade depots for the use of recruits proceeding to join their regiments?

**A.** 50 for each brigade depot, or such lesser number as may be actually required. [*A. Circ.*, 1875, *cl.* 64.]

**Q.** What officer is to conduct all **correspondence** relating to clothing and necessaries in brigade depots, and to be responsible for their preservation?

**A.** The C. officer. [*id.*]

*' Necessaries.*

**Q.** How are **sealed patterns** of necessaries obtained?

**A.** By requisition to the Director of Clothing.

[*W. O. Circ.*, 891; *A. Circ.*, 1870, *cl.*, 80.]

**Q.** How are recruits and boys supplied with necessaries on **enlistment**?

**A.** Both receive free kits, to be kept up at their own expense; the boys' kit is without pack, mess tin, razor, or shaving brush, but in the case of regiments using knapsacks, includes a canvas bag.

[*A. Circ.*, 1869, *cl.* 32; 1873, *cl.* 145.]

**Q.** What is the rule as to necessaries on **re-engagement**?

**A.** The soldier is to supply himself. [*A. Circ.*, 1869, *cl.* 32.]

**Q.** What rate of commutation is allowed in lieu of a free kit on **re-enlistment** if the man does not require a kit in kind?

A. Line regiments, and Highlanders with trews, £1, 9s. 0d.; kilted regiments, £2, 19s. 0d.; in both cases, if equipped with knapsacks, 8s. extra. [A. Circ., 1874, cl. 2.]

Q. Where and how are necessities to be issued?

A. In presence of the quartermaster or his serjeant, in the store, and nowhere else, on the written requisitions of officers commanding companies. [W. O. Circ., 891; A. Circ., 1869, cl. 32.]

Q. At whose expense is the marking of necessities, in conformity with the Queen's Regulations, executed?

A. That of the soldier, with the exception of the first kit, the marking of which is charged to the public. [W. O. Circ., 891.]

Q. When and where are necessities to be marked?

A. In the store before issue. [\*]

Q. What sum is allowed for marking a full kit?

A. 1s. 3d. in regiments wearing trousers; 1s. 9d. in kilted regiments; 1s. 2d. in rifles; in all cases 3d. extra, if equipped with knapsacks. [A. Circ., 1874, cl. 2.]

Q. When small numbers are marked, what is charged?

A.  $\frac{1}{2}$ d. per article; a pair to count as 2. [id.]

Q. Name the articles of necessities, and their prices.

A. Badge for cap (provided regimentally).		s.	d.
Bags, boy's,		1	2
„ valise,		2	0
Blacking, tin of,		0	2
Boots, pair of ankle,		11	8
Braces, pair of,		1	0 $\frac{1}{2}$
Brush, brass,		0	9 $\frac{1}{4}$
„ clothes,		1	3
„ shaving,		0	4 $\frac{1}{2}$
„ shoe { blacking,		0	5 $\frac{1}{4}$
„ shoe { polishing,		1	0 $\frac{1}{4}$
Button holder, brass,		0	1 $\frac{1}{2}$
Cap, glengarry, with- { blue,		3	3
out badge, strap, or { green,		3	4
numeral, . . . { diced border,		2	10
Comb,		0	2 $\frac{1}{2}$
Fork,		0	3
Frocks (Privates), drill or duck,		5	6
„ „ kersey, scarlet,		11	2
„ „ serge,		9	11
Frocks { chevrons {	1 bar,	0	2 $\frac{1}{4}$
	2 bars,	0	4 $\frac{1}{4}$
	3 bars,	0	6 $\frac{1}{4}$
Gaiters (Highland corps),		1	3
Garters,		0	9
Holt-all,		0	8
Knife,		0	3 $\frac{1}{4}$
Mess Tin,		1	4
„ cover duck,		0	7 $\frac{1}{4}$
„ glazed black,		0	5 $\frac{1}{4}$
Numerals for jacket, each figure,		1	0 $\frac{1}{4}$



		s.	d.
Razor and case,		0	6½
Shirts	{ cotton { blue striped,	2	6
	{ white,	2	5
	{ grey union for tropics,	5	6
	{ flannel, grey,	5	9
Soap, pieces of,		0	0½
Socks	{ cotton, pair of,	0	9
	{ worsted, pair of,	1	5
Sponge,		0	9½
Spoon,		0	2½
Straps	{ greatcoat, pair of,	1	6
	{ mess tin,	0	4½
Towel,		0	8½
Trousers (Privates), cloth,		12	5
„ „ serge, blue,		8	2
„ „ tweed,		9	1

[A. Circ., 1874, cl. 2.]

Q. How are forage **cap ornaments** supplied, and at what prices?

A. By regimental arrangement. The price, which should not exceed 3½d., is in the case of recruits to be charged against the public.

[A. Circ., 1872, cl. 155.]

Q. Is it optional with the soldier to have either flannel or cotton shirts in his kit?

A. It is, except in the case of recruits, who are to be provided with flannel only.

[A. G. Circ. Mem., 357.]

Q. Under what circumstances are soldiers required to provide themselves with **summer trousers**?

A. When the trousers issued as clothing biennially fail to last for the prescribed period.

[A. Circ., 1867, cl. 16.]

Q. May any **other articles** than those detailed in the clothing warrant be charged against the men?

A. Not without sanction of the S. of State. [W. O. Circ., 891.]

Q. How are **necessaries procured** by regiments from the public stores?

A. On requisition to the Director of Clothing, the prices being fixed by the War Office. Some of the articles required for the use of recruits at brigade depots, may be obtained on requisition to the control department.

[id.; A. Circ., 1874, cl. 74.]

Q. What arrangement is made to cover **freight** and deterioration of necessaries on foreign stations?

A. A percentage is included in the published prices. [id.]

Q. How often are **requisitions** made for necessaries?

A. At home, Malta, and Gibraltar, quarterly; at some foreign stations half-yearly, at others annually. [A. Circ., 1868, cl. 132.]

Q. When necessaries are received, what **inspection** is made?

A. That of a board, who report to the War Office, and, in case of complaint, to the A.-general also.

[W. O. Circ., 891.]

**Q.** By whom are the necessaries in **store** to be kept under ordinary circumstances?

**A.** By the quartermaster. [*W. O. Circ.*, 891.]

**Q.** With whom does the responsibility for the care and preservation of necessaries in the quartermaster's store rest?

**A.** With the C. officer. [*id.*]

**Q.** By whom are the **accounts** of necessaries to be kept?

**A.** By the paymaster. [*id.*]

**Q.** How are the necessaries in store to be accounted for?

**A.** The annual kit account, showing receipts and issues during the year, is forwarded to the War Office on 31st March. [*id.*]

**Q.** When troops are on **active service** in the field, what is to be done with necessaries in store?

**A.** They are to be given over to the officer of the control department with the army, to whom requisitions are to be addressed, and who will obtain the necessary supplies. [*id.* \*]

**Q.** When a regiment embarks for **India** where is the list of necessaries to complete the twelve months' supply prescribed by the Queen's Regulations to be found?

**A.** It is published with the annual price list of necessaries.

[*A. Circ.*, 1875, cl. 25.]

**Q.** How are necessaries **issued and charged** for?

**A.** The quartermaster issues, on requisitions of captains, and renders an account to the paymaster of the sum to be charged against each company. The paymaster recovers the amount, and credits it to the public in his quarterly pay list.

[*W. O. Circ.*, 891.]

**Q.** Is a **transferred soldier** to supply himself with necessaries in consequence of difference of regimental pattern?

**A.** Only if transferred at his own request. [*id.*]

**Q.** Do soldiers take necessaries with them to **hospital**?

**A.** Yes; they are kept in the hospital store. [*Purv. Reg.*]

**Q.** Do soldiers take necessaries with them to **prison**?

**A.** Only such as are necessary for going and returning. They are supplied in prison with necessaries. [*Prison Reg.*]

**Q.** How are necessaries for use in provost cells abroad provided when there is no military prison?

**A.** They are drawn from the quartermaster's store.

[*A. Circ.*, 1868, cl. 122.]

**Q.** When a soldier is sentenced to imprisonment for a term not exceeding 1 year, what is done with his kit?

It is retained by his corps and re-issued to him on release.

[*W. O. Circ.*, 891.]

What may be done with the necessaries of a soldier sentenced

to imprisonment for more than a year, if retained on the strength?

A. His kit may be sold, and the balance, after paying debts, credited to the public. On rejoining, he will be supplied at the public expense with such articles as were sold. [*W. O. Circ.*, 891.]

Q. Have men who lose their necessities on becoming prisoners of war any claim against the public on account thereof?

A. No; but, on rejoining, they will be supplied with fresh necessities at the public expense, if the same be recommended, as required by the Mutiny Act. [*id.*]

Q. May the authorized lists of sea necessities be modified by the C. officer?

A. Yes, according to the probable duration of the voyage, which must depend on the description of vessel. [*id.*]

Q. Should sea necessities be marked?

A. Yes. [\*]

Q. Name the prices of sea necessities.

	s.	d.
A. Belt, flannel, . . . . .	1	11
Blacking, tin of, . . . . .	0	2
Boots, knee, pair of, . . . . .	16	5
Brush, scrubbing, . . . . .	0	9½
Cap, worsted, . . . . .	0	10½
Frock, { drill, . . . . .	5	6
{ serge (India), . . . . .	7	5
{ „ (elsewhere), . . . . .	8	5
„ chevron for, 1 bar, . . . . .	0	2½
„ „ 2 bars, . . . . .	0	4½
„ „ 3 bars, . . . . .	0	6½
Housewife, complete, . . . . .	1	0
Kit-bag, with pocket, . . . . .	1	11½
„ without, . . . . .	1	2
Knife, clasp, . . . . .	0	8½
Neckerchief, . . . . .	0	5½
Pipeclay, per dozen pieces, . . . . .	0	4
Shirts, cotton, blue striped, . . . . .	2	6
„ flannel, grey, . . . . .	5	9
Soap, marine, piece of, . . . . .	0	0½
„ yellow, „ . . . . .	0	0½
Socks, worsted, pair of, . . . . .	1	5
Trousers, drill, pair of, . . . . .	3	8
„ serge „ (India), . . . . .	7	0
„ „ „ (elsewhere), . . . . .	7	1
Covers (white) { Glengarry, . . . . .	1	4½
for { round cap, . . . . .	1	4

[*A. Circ.*, 1875, cl. 24.]

Q. How is tobacco supplied for the use of soldiers during a voyage?

A. C. officers are to make their own arrangements beforehand for the provision of such tobacco as may be required.

[*A. Circ.*, 1871, cl. 65.]

## **MODE OF CARRYING THE VARIOUS ARTICLES OF THE SOLDIER'S KIT, ARMS, ACCOUTREMENTS, AND AMMUNITION.\***

**Q.** Describe the method of adjusting the **sling** on the long rifle.

**A.** The sling being removed from the swivels, place the runner on the sling, pass the sling through the upper swivel (front of sling next the rifle), then through the runner—the loop—and the lower swivel ; fasten it with the thong close to lower swivel.

[*G. O.*, 36, 1871 ; *A. Circ.*, 1871, *cl.* 194.]

**Q.** How may the sling when on the rifle be loosened or tightened ?

**A.** By slipping the runner down, and the loop up or down. [*id.*]

**Q.** Should the **waistbelt** always be worn with the tunic ?

**A.** Yes ; but this does not apply to soldiers forbidden to wear waistbelts when off duty. [*id.*]

**Q.** What is the rule as to carrying the **oil bottle** and as to the soldier's supply of oil ?

**A.** In time of peace the bottle will be carried empty, either in the ball bag or valise, as the case may be—the oil being retained in the barrack room and issued as required. On service, the oil bottle is to be kept filled. [*G. O.*, 6, 1871.]

**Q.** Name the articles **special to the valise equipment** ?

**A.** Ammunition bag, waistbelt, set of braces, 2 pouches, great-coat straps, mess-tin straps, valise straps, valise.

[*Instructions for fitting Valise Equipment.*]

**Q.** What is the chief object of the instructions for using the valise equipment ?

**A.** To provide means of carrying a good supply of ammunition in addition to the articles of kit which the soldier requires during peace, or which must be borne during a campaign. [*id.*]

**Q.** Should the **full equipment always be carried** by the soldier ? Detail the rules for guidance on the subject.

**A.** No ; it is not intended that the full equipment shall always be carried, or that the whole of the service kit shall necessarily be in the valise. One pouch only should be carried on ordinary occasions in peace, the use of the ammunition bag being restricted to rifle practice, or when required for blank ammunition, and only such articles of the kit should be in the valise as may be wanted at the time, the remainder being carried for the men. The object is to leave the soldier as unencumbered as possible, except when there is a necessity for weighting him. [*id.*]

See also questions and answers on "*Dress and Equipment*" under the *n's Regulations* (S. 12) farther back.

**Q.** In how many sizes are the **braces** of the valise equipment supplied? Give some of the rules for fitting them to the men.

**A.** They are supplied in three sizes, and it is expected that few or no alterations will be required in fitting. The small size, as a rule, should be given to men under 5 ft. 7 in., the medium to men between 5 ft. 7 in. and 5 ft. 11 in., the large size to men over 5 ft. 11 in. When necessary, extra sized braces can be obtained for very stout men on requisition.

*[Instructions for fitting Valise Equipment.]*

**Q.** Where it is necessary to alter the braces of the valise equipment, what course is to be followed?

**A.** In all cases the braces should be worn for a few weeks before the alteration is decided on. Where the alteration is found necessary, the C. officer is to make application for authority to cover the expense, and state the numbers requiring alteration. *[id.]*

**Q.** Give some of the instructions as to wearing **pouches**.

**A.** On ordinary parades and field days only one pouch should be worn, and that on the left side; on sentry, when the valise is taken off, the pouch may be slipped round to the back. When the two pouches and ammunition bag are worn, the braces should be worn to support the waistbelt. *[id.]*

**Q.** What **quantity of ammunition** can be carried with the valise equipment? Describe how the ammunition is carried.

**A.** The pouches and ammunition bag together carry about 60 or 70 rounds, and 20 rounds more may, if necessary, be carried in the pockets of the valise, making 70 or 80 in all. *[id.]*

**Q.** Describe how the **braces** are put on.

**A.** The back straps of the braces are to be fastened to the buckles of the short strap, from the front brace ring under the arm, when the braces can be put on like a coat. The long straps on each front brace ring are then to be passed through the triangular loops on the waistbelt and back to the buckle, just below the brace ring. *[id.]*

**Q.** How is the **ammunition bag** carried?

**A.** From the ring on the right side, the bag being brought up inside the waist-belt as far as it will go to keep it steady. *[id.]*

**Q.** How is the **greatcoat** carried with the ammunition, but without the valise?

**A.** The coat straps are passed from below upwards through the loops on the brace straps behind, and the coat secured. A twist of the coat strap should be made in the loops to prevent the coat slipping down. *[id.]*

**Q.** What are the best sizes for folded greatcoats?

**A.** 11 inches (or for small men 10 inches) high by 16 inches in width. *[id.]*

**Q.** In **packing the valise**, what use should be made of the towel?

**A.** It should be rolled and placed on the top of the valise, inside the flap, to prevent the flap from cracking.

[*Instructions for fitting Valise Equipment.*

**Q.** What three methods of packing the valise are authorized?

**A.** (1.) With boots against the sides; (2.) With boots in the centre; (3.) With boots at bottom. [id.]

**Q.** Describe any one of the three methods of packing the valise.

**A.** When packed *with boots against the sides*, the trousers go in first, tightly rolled flat; the shirt should be folded flat, and then be put in, or it may be rolled; the boots should be placed upright against the sides, heels outwards, there will then be plenty of room for the towels, socks, &c. Soft articles should be nearest the person, and there should be no bulging. [id.]

**Q.** In **fixing the brace straps to the valise**, what should be studied?

**A.** To buckle them at such a point as will enable the man to carry the valise easily. Every man should try two or three holes until he finds what is most comfortable. [id.]

**Q.** In putting on the valise equipment, what points should be attended to in order to promote the comfort of the man?

**A.** The side strap should not be too tight; the ring should be well out from the arm; and the bridge bar buckle should be allowed to fall back about  $\frac{1}{4}$  inch from the back. The length of the side strap and the straps from the ring to the bottom of the valise should be altered until perfect ease is obtained. In no case should the ring be brought too far under the arm. [id.]

**Q.** When only may the **canteen** be carried on the greatcoat?

**A.** When the valise is not worn. [id.]

## The construction of Shelter-Trenches, and the Entrenchment and Fortification of an Outpost.\*

[Q. Reg., S. 4, § 25 (c).

### THE CONSTRUCTION OF SHELTER-TRENCHES.

#### *Definitions of Terms.*

**Q.** What is meant by a **berm**?

**A.** A space left clear of earth, between the foot of the slope of a parapet and the excavation from which the earth was taken to form the parapet. [P. Ex., p. xxx.

**Q.** What are **breastworks**?

**A.** Low parapets. [id.

**Q.** Explain the meaning of a **cross-section**.

**A.** A representation of the surface that would be exposed if the object were cut vertically across. [id.

**Q.** What is meant by the **cutting-line**?

**A.** The line along a man's front which marks the length of his task. [id.

**Q.** What is a **ditch**?

**A.** A ditch is an excavation made in front of a parapet, either as an obstacle, or simply for obtaining earth for the parapet. [id.

**Q.** What is the meaning of the term **entrench**?

**A.** To entrench means to increase the power of defence of a position by the use of field works, defensible posts, or even shelter-trenches. [id.

**Q.** What is a **longitudinal section**?

**A.** A representation of the surface that would be exposed if the object were cut vertically along its length. [id.

**Q.** Describe a **parapet**.

**A.** A parapet is a mass of earth, or other materials, raised to screen or protect the defenders from the missiles of the enemy. [id.

\*The subjects of this section are not required to qualify militia lieutenants for appointment to line commissions.

[Regulations for First Appointments, March, 1875, § 27

**Q.** Give a definition of a **plan**.

**A.** A drawing of an object as seen from above on a horizontal surface, which is represented by the drawing paper. The word "plan" in engineering is also applied to a representation of the surface that would be exposed if the object were cut horizontally at any level. [*F. Ex.*, p. xxx.

**Q.** What is a **profile**?

**A.** The outline of the cross-section of a work. [*id.*

**Q.** What is a **ramp**?

**A.** A sloping road to enable horses or wagons to pass up and down to different parts of works. [*id.*

**Q.** What is meant by the **reverse of a trench**?

**A.** The solid ground immediately in rear of a trench. [*id.*

**Q.** Explain the meaning of the term **reverse slope**.

**A.** The reverse slope is the slope at the rear of a trench. [*id.*

**Q.** Define the meanings of **revet** and **revetment**.

**A.** To revet is to make a revetment, which is a support of any kind intended to retain earth at a slope steeper than it would stand by itself. [*id.*

**Q.** What are **rifle-pits**?

**A.** A rifle-pit is an excavation for the use of a marksman at a siege. [*id.*

**Q.** What is a **shelter-pit**?

**A.** A shelter-pit is a shallow excavation for the use of a single skirmisher, for a short period of time. [*id.*

**Q.** What is a **shelter-trench**?

**A.** A shelter-trench is a shallow trench sufficient, with its parapet, to cover troops in line, kneeling or lying. [*id.*

**Q.** To what is the term **task** applied?

**A.** The amount required to be done by one man (or a squad) in one period of work. [*id.*

**Q.** What is a **trench**?

**A.** An excavation made in rear of a parapet, to enable shelter to be more readily obtained. [*id.*

### *General Rules.*

**Q.** In **what description of cases** may it be desirable to provide hasty and temporary shelter from the enemy's fire for troops in the field?

**A.** In all cases when troops are exposed to fire, and when the features of the ground fail to afford natural cover, provided it can be done without harassing the men. This applies even to troops in line of battle, and prepared to act on the offensive, but more especially to those which are opposed to superior forces.

[*F. Ex.*, p. 343.]



**Q.** In throwing up hasty cover for troops in the field, what conditions should be fulfilled?

**A.** It is desirable that the men should be protected from the effects of shrapnel and rifle bullets, as well as screened from view; but it is indispensable that this object shall be attained without offering any impediment to the advance of the troops who occupy the cover when they are required to act on the offensive.

[*F. Ex.*, p. 344.]

**Q.** What is the penetration of rifle balls into newly excavated earth at 220 yards and 10 yards respectively?

**A.** It does not exceed 12 inches at 220 yards, or 20 inches at 10 yards. [*id.*]

**Q.** When tools for skirmishers are provided, in what proportion should they be distributed?

**A.** In the proportion of one pick and one shovel to every group of fours. [*id.*]

**Q.** For how many men is a shelter-pit constructed?

**A.** One only. [*id.*]

**Q.** What should be the depth of a shelter pit?

**A.** About 10 inches where the man's body will be, and about 6 inches in the other parts. [*id.*]

**Q.** In what case should artificial cover be provided for the mounted officers' horses?

**A.** When a battalion covers itself in shelter-trenches in a situation where no natural cover can be found within reasonable distance for the horses. [*id.*, p. 349.]

**Q.** Who should be capable of quickly selecting the most suitable positions for shelter-trenches?

**A.** Officers and N.-C. officers. [*id.*]

**Q.** In the execution of shelter-trenches what working parties are employed, and who is responsible for the work?

**A.** The working parties should be composed of whole companies, their officers being held responsible that the trenches are executed in accordance with instructions, and in the shortest possible time. [*id.*]

**Q.** In tasks for shelter-trenches, what calculation should determine the number of men to be employed?

**A.** It should be calculated that an unskilled labourer can excavate 1 cubic yard per hour, working for at least four consecutive hours, and also that the distance between the diggers should not be less than two paces (5 feet). [*id.*]

**Q.** What width of trench (5 feet long by 18 inches deep) may each digger be expected to execute in half an hour, one hour, and two hours respectively? What degree of shelter would be obtained in each case?

A. In *half an hour*, a width of 2 feet, or shelter for one rank kneeling.

In *one hour*, a width of 4 feet, or shelter for two ranks kneeling.

In *two hours*, a width of 8 feet, or shelter for two ranks and supernumeraries. [F. Ex., p. 350.]

Q. What is the rule as to the **tools required for, and strength of a working party** in making shelter-trenches?

A. Each digger will ordinarily require a pick and shovel; but in order to facilitate transport of tools, and to provide for covering and changing the diggers, the strength of the party should be double the number of diggers. Each man would thus carry one tool. [id.]

Q. Describe the **formation of working parties**, and the method of laying out tools.

A. The companies are formed up in quarter-column on one flank of the tools, which are to be laid out in pairs, and in rows corresponding with the number of companies and files in them. The intervals between the sets of tools to be one pace, and the distances between the rows six paces. The tools should, in the first instance, be issued to the rear ranks, to obviate the possibility of a blank file taking up one. [id.]

Q. When tools are carried, what is the most convenient way of **carrying the rifle**?

A. Diagonally across the back, sling over left shoulder, muzzle upwards. [id., p. 355; Rifle Ex. Martini-Henry, 1874.]

Q. Describe the method of **issuing tools**.

A. The command is given, "WORKING PARTY, REAR RANKS, LEFT (or RIGHT)—TURN. FILE ON TOOLS. QUICK—MARCH." The guides give "*No. —, Halt—front,*" when each rear rank is in rear of its tools. The guides will see that each man places himself in rear of the proper set, and then give "*No. —, Take up—tools,*" when each man will advance the left foot a short pace, and having taken up a shovel in his right hand, and a pick in his left, will come to "attention," holding the tools at the trail, iron to the front and vertical. The guides then march the rear ranks into their position in the column, and give "*Transfer—tools,*" when the rear rank will transfer the shovels to the front ranks. [F. Ex., p. 356.]

Q. How is the issue made *when the tools are in heaps*?

A. The ranks turn to the left (or right) and receive their tools while filing past their heaps. Front ranks receive shovels, rear ranks picks. After the men have passed the heap they will wheel to the left (or right) about, and on reaching the left (or right) of their company will left (or right) form. [id., p. 361.]

Q. In which hand should each man carry his pick or shovel in marching?

A. In the left. [F. Ex., p. 361.

Q. In turning in file (or about), and when marching in file, how are tools carried?

A. In *turning*, the handles should be brought into a vertical position by lowering the iron part of the pick, and raising the iron part of the shovel, resuming the trail when the turn is complete. When *marching in file* the handles should incline outwards in order to enable the files to close up. [id., p. 360.

Q. On approaching the position fixed on for **forming shelter-trenches**, what course is to be followed?

A. The ranks told off as covering party will (by command) transfer their tools to the ranks to be employed in digging. The working party will then be extended. If the party be advancing, the working rank is halted at 12 paces in rear of the proposed trench, the other rank continuing to advance until it is in a good position for covering the working party. If the party is retiring, the covering rank will be halted and fronted, with a similar object, before it reaches the proposed trench, the working rank continuing to retire till it is 12 paces in rear of it. A guide and two serjeants remain with the working rank of each company; the captain retaining charge of both ranks. [id.

Q. On the *completion of shelter-trench exercise*, what is invariably to be done?

A. The working ranks will take up their arms, and fire will be opened as may be directed, after which the order will be given to conclude with a charge. [id., p. 362.

Q. State what course is to be followed in the **extension of working parties**.

A. The men being in single rank are marched in column to the rear of one flank or centre of the line on which they are to be extended. If the extension is to be to the left the command will be, "BY SUCCESSIVE COMPANIES, RIGHT—TURN, LEFT—WHEEL," and when the leading man is one pace in rear of the proposed shelter-trench, "LEFT—WHEEL, RIGHT FORM IN EXTENDED ORDER, AT TWO (or more) PACES INTERVALS." [id.

Q. After a working party has been extended, how is each man's task allotted and marked?

A. The guide should pace along the line, which at night should be marked by a tracing tape, and halt at every two paces, when the man whose portion he has paced should, with his left hand, drive his pick into the ground to mark the left of his task, placing his shovel on the ground at right angles to the pick, blade to the left. A N.-C. officer should follow the officer to assist in placing the men.

Q. Should the men of a working party commence work as soon as they are extended?

A. No; they should lie down and await orders. [*F. Ex.*, p. 362.

Q. When a working party is armed, how are the arms to be disposed of during the construction of the shelter-trench?

A. The men will by word of command turn about and take two paces to their rear and ground arms, or pile, at the option of the C. officer. [*id.*

Q. Describe the method of **returning tools** laid down in the shelter-trench exercise.

A. The working party, on arriving at the place of deposit, will be formed in quarter column. The rank carrying the tools will receive, "FRONT (OR REAR) RANK, RIGHT (OR LEFT)—TURN," the guide moving with it. On "PREPARE TO DEPOSIT TOOLS," the markers on that flank will move out and indicate the place where the inner flanks of the ranks are to rest, which should be 4 paces clear of the column. "QUICK—MARCH." When the rank has cleared its marker, the guide will give, *No. —, Halt, Front—dress. Ground—tools.* When the guide has ascertained that the tools are correct he will march the rank back into its position in column. [*id.*, p. 363.

Q. Are tools always to be returned by the rank which originally took them up?

A. It is desirable that they should. [*id.*

Q. State some of the rules as to **filling in trenches.**

A. It is recommended that the trenches should not be filled in on the day on which they have been made, nor by the men as a battalion, but that a fatigue party (or defaulters) should be employed. [*id.*

Q. When filling in trenches, what lengths of trench should each man fill in an hour?

A. 8 paces of trench, 2 feet wide.

4 paces of main trench, 4 feet wide.

2 paces of main trench, 8 feet wide. [*id.*

Q. How long should two men take to fill in a charger pit?

A. One hour. [*id.*

## ENTRENCHMENT AND FORTIFICATION OF AN OUTPOST.

### *General Rules.*

Q. Give a general definition of the **meaning of the terms** "entrenchment" and "fortification."

1. Any space enclosed more or less completely by a parapet and

ditch is an entrenchment. Fortification is the art of constructing military works for defensive or offensive purposes.

**Q.** What **general rule** is laid down in the "Field Exercise" as to the entrenchment or fortification of outposts?

**A.** An officer ought to strengthen his post, when practicable, by constructing abattis, breastworks, &c.: when the defence of a bridge or ford is entrusted to him, he ought invariably to throw up something of the kind to protect his men and impede the advance of an enemy. An officer ought not, however, without permission, to block up a main road with other materials than such as are easily removed.

**Q.** In strengthening an outpost, what points should be attended to first?

**A.** The first point is to place the men under cover, and secure freedom of communication between all parts of the position, by making passages through enclosures, &c.; the second, to throw as many obstacles as possible in the way of the assailants.

**Q.** How should roads and defiles in front of the sentries of an outpost be treated?

**A.** They should be temporarily blocked (not destroyed).

**Q.** In deciding on the **position of works** and obstacles to strengthen an outpost, what immediate objects should be aimed at?

**A.** To occupy the passes by which the enemy might advance with facility, and particularly points where the ground would permit of a certain amount of resistance. The object should be to narrow the openings towards the enemy, and so restrict his points of attack to those where the difficulties of the ground are greatest. Care should be taken to place the works so that they cannot be easily turned. Where the defenders are not required to shut themselves up in the post, the arrangements for defence should be combined with those for retreat at the proper moment.

**1.** In deciding on the **nature and extent of works** for strengthening outposts, what considerations must guide the officer?

**1.** The time and means at disposal and the object in view. The resistance should be proportioned to the importance of the post; but in the absence of special instructions, an outpost should always prepare to dispute the ground to the best of its ability, so as to force the enemy to deploy considerable forces before it gives way.

**2.** In what way should an outpost avail itself of the **natural features of the ground** in its vicinity?

**A.** Natural obstacles in front or on the flanks should be taken full cover, and strengthened as an impediment to the enemy's advance, obstacles in rear of the post which might interfere with retreat should be cut through or removed, care, however, being

taken to retain and strengthen such of them as would afford new defensive positions in retiring.

*Q.* Name some of the natural and artificial objects which might be combined with special works in any scheme of defence.

*A.* Marshes, rivers, cliffs, hollows, heights, embankments, brush-wood, dykes, hedges, walls, buildings, villages, &c.

*Q.* Name some of the readiest and simplest means of strengthening a post **when time presses**, and the means of the defenders are limited.

*A.* Felling timber, loopholing walls, making breastworks of any materials at hand, such as stacks, bales, sand bags, or tusses, or barricades of carts, casks, planks, ladders, &c.

*Q.* Where outposts are **posted in woods**, how may they rapidly shelter themselves?

*A.* By clearing spaces with the axe, and placing themselves on the edge of them, under the cover of abattis.

*Q.* Why is the proximity of a wood or other cover in front or flank a source of danger to an outpost?

*A.* Because, unless it can be occupied, the enemy might be able to advance through it and surprise the post.

*Q.* Is a wood in rear of an outpost an advantage or otherwise, and why?

*A.* An advantage, because it would favour the retreat.

*Q.* When, as is often the case, an outpost necessarily occupies a **defective position**, in what manner only can it be strengthened?

*A.* By artificial means, and by such measures as may prevent the enemy from availing himself of the inherent faults of the position.

*Q.* In all defensive positions, what, as a rule, are the **weakest points**?

*A.* The flanks, except when these rest on impassable or difficult ground.

*Q.* In placing his works, what advantage should the officer in charge of the outpost study to secure over his assailant, with reference to facility of **movement from point to point**?

*A.* He should endeavour to place them so that his troops may only have to traverse the chord of the arc which the enemy would have to describe in his offensive movement.

### *Earthworks applicable to Outposts.*

*Q.* What **general conditions** should be fulfilled by all temporary defensive works?

*A.* They should afford cover to the defenders, and enable them use their arms with effect, whilst they should detain an advancing enemy under fire and check his progress.

**Q.** What profile is most applicable to the entrenchment of an outpost?

**A.** No rule can be laid down, as the profile must be that which best suits the ground as well as the object of, and the time and means available for, its construction. A parapet and ditch may answer best at some points; a parapet with a trench and ditch at others; whilst in many cases it might not be possible or desirable to attempt more than an ordinary shelter-trench.

**Q.** What is a parapet?

**A.** A shot-proof shelter thrown up to protect the defenders and enable them to use their weapons with effect.

**Q.** What distinction is there between a trench and a ditch?

**A.** The trench is in rear of the parapet, the ditch in front.

**Q.** What height may in most cases suffice for a parapet for the defence of an outpost?

**A.** 6 feet, or even in some cases  $4\frac{1}{2}$  feet, when the earth for the parapet is taken from a ditch. The parapet may be made as low as 3 to  $3\frac{1}{2}$  feet when the earth is taken from a trench. The height must, however, depend on the importance of the post, and on the command necessary to give sufficient cover.

**Q.** What are the advantages of forming the parapet with a trench instead of a ditch?

**A.** Cover is more speedily obtained, since every foot of depth of the trench gives nearly two feet of cover; the fire from a trench being grazing is more likely to be effective, and troops can charge over the parapet on a wide front.

**Q.** Where the soil is hard and impracticable, how may cover be obtained most easily?

**A.** By taking the soil for the parapet both from a ditch in front and a trench in rear.

**Q.** Name some of the methods which may be adopted to improve the cover afforded by the parapet.

**A.** Sand bags or sods may be placed upon it, openings being left for rifle muzzles, or short blocks of wood may be arranged transverse to the parapet, so as to conceal the heads and shoulders of the defenders.

**Q.** As a soldier standing on the banquette of the parapet cannot see into the ditch immediately below him, what arrangement should be made in tracing works with ditches to remedy this defect?

**A.** If possible, the ditch should be flanked by the fire from some part of the work.

**Q.** How is a timber parapet or stockade formed?

**A.** The logs should be 8 inches thick, and stand close together at least 8 feet out of the ground. The loopholes should be 6 feet above the exterior ground. Obstacles should be used to keep the

assailant under fire, or a ditch may be excavated and the earth heaped against the stockade.

Q. What **tracing** would be most applicable to the entrenchment of an outpost?

A. The tracing must depend on circumstances. The front may be covered by a line of breastworks, conforming to the features of the ground, or the most assailable points only may be secured.

Q. In tracing work what should be avoided with reference to commanding ground in the vicinity?

A. Directing the faces or other long lines of parapet on it.

Q. Name some of the open works most commonly employed.

A. Redans, redans with auxiliary flanks; lunettes.

Q. Describe a **redan**.

A. It is composed of two faces forming a salient angle, and is open at the gorge.

Q. For what purposes is the redan most applicable?

A. To cover bridge-heads, roads, or approaches, and to afford protection for an advanced post in front of other works.

Q. What method is there of tracing redans so as to obtain a flanking defence for the salient angle?

A. By breaking the outline of their faces at 50 or 60 yards from the salient angle, and adding short perpendicular flanks.

Q. What is a **lunette**?

A. It is a work open at the gorge, having two faces forming a salient angle, and two flanks parallel, or nearly so, to its capital.

Q. When is a work said to be **enfiladed**?

A. When it is exposed to a raking fire.

Q. What is the usual calculation by which the length of parapet is proportioned to the number of men?

A. If supported by other troops or works, 3 feet of parapet is allowed for each man; if not supported, 3 feet for every 2 men, besides a reserve of one-sixth to one-third of the whole.

Q. When open works are placed **at intervals** to defend the approaches to a position, how may such works be protected?

A. When practicable, they should be so disposed as to afford each other a flanking defence; besides which, if the position be an important one, a second line may be placed on its strong points to command the advanced works.

Q. State what advantages lines with intervals possess over continuous lines.

A. They are more easily constructed, they can be held by a smaller force, they do not throw obstacles in the way of offensive movements, the fall of a part does not compromise the whole.



*Construction of Field-works to strengthen Outposts.*

**Q.** At what slope will earth stand by itself?

**A.** Generally at a slope of  $\frac{1}{1}$ , but a slope of  $\frac{3}{4}$ , or even less, in embankments 12 feet high, should be allowed.

**Q.** Name some of the methods of reveting or sustaining slopes of earth.

**A.** Clay mixed with earth moistened and kneaded, sods of turf, fascines, gabions, sand bags or hurdles, may be used as substitutes for retaining walls.

**Q.** Describe the method of reveting a steep slope of a parapet with sods of turf.

**A.** The sods are cut 18 inches long, 12 inches wide, and 4 or 5 inches thick; sometimes they are cut of unequal sizes. They are then laid, with the grass downwards, in layers alternately, and should be arranged so that the joints do not lie immediately over each other. Each sod should be secured by driving two or three pegs of wood through it.

**Q.** How are fascines fixed in their places in the construction of parapets and other works?

**A.** By means of strong pickets of wood.

**Q.** Describe how sand bags are placed in a revetment.

**A.** They are placed in single rows, one above the other, until the required elevation is gained. In the first or lower row the bags are laid perpendicular to the face of the work; in the second, parallel to it, and so on alternately.

**Q.** Describe the hurdle revetment.

**A.** Hurdles 6 feet long and 2 feet 9 inches high are made of brushwood and attached to the parapet by strong anchoring pickets.

**Q.** What is the first step to be taken in the construction of a field-work?

**A.** The work should be traced on the ground, pickets being driven in at the angles, and the lines joining them scored with a pickaxe.

**Q.** The lines joining the angles having been marked on the ground, what step should be taken next in the tracing of a field-work?

**A.** Profiles made of strips of wood should be set up on every line, showing the exact shape of the parapet, to guide the working party in its construction. The escarp and counterscarp should then be traced, and the drainage of the work having been provided for, the excavation of the ditch may be proceeded with.

**Q.** In the construction of a parapet, what precaution should be adopted, when time permits, to guard against subsequent reduction of bulk by the natural settling down of the earth?

A. The earth should be well rammed down into a compact state as it is thrown up.

Q. What is a **fair day's work** for a man in ordinary soil when throwing up entrenchments?

A. From 1 to 2 cubic yards per hour, according to the soil.

### *Use of Obstacles in strengthening Outposts.*

Q. What **conditions** should all obstacles fulfil in order to be really efficient?

A. They should be under the fire of the defenders, but not of the assailants: they should not afford cover to the enemy, or be such as can be easily removed.

Q. At what points in front of a defensive position is it especially desirable that the assailants should be checked by obstacles?

A. At those where the fire of the defenders will be most destructive.

Q. Name some **natural objects** which may frequently serve as obstacles.

A. Marshes, inundations, water-courses, precipices, and rugged ground.

Q. Name the principal **artificial obstacles** applicable to the defence of outposts.

A. Trous-de-loup, small pickets, entanglements, abattis, artificial inundations, barricades.

Q. What are **trous-de-loup**?

A. Conical pits, 4 to 8 feet deep, with a sharpened stake firmly fixed in the bottom of each.

Q. In what case are trous-de-loup especially applicable?

A. In the defence of positions exposed to attacks of cavalry.

Q. How are **small pickets** used as obstacles?

A. They are 2 or 3 feet long, sharpened and placed irregularly in the ground, or they may be placed in small pits or furrows to conceal them.

Q. How is an **entanglement** formed?

A. By entwining prickly bushes with small pickets driven into the ground, or by covering any sharp pointed obstacles with cut furze or branches.

Q. What are **abattis**?

A. They are lines of felled trees with the branches pointed and laid towards the enemy. The stems are bound together, and the whole are securely picketed to the ground.

Q. How should abattis be concealed from the view of the enemy?

A. By a small glacis.

**Q.** How may a good defence be extemporized by means of an abattis alone?

**A.** By digging a trench behind it, the earth being thrown up against the stump ends of the abattis.

**Q.** What other obstacles may be resorted to?

**A.** Farmers' harrows picketed securely to the ground; planks with spikes or nails; and jagged stones.

**Q.** Describe some methods of **barriering** a street or opening.

**A.** Carts, barrels, tables, benches, &c., may be used. Carts deprived of their wheels, or casks may be filled with stones, earth, rubbish, &c., so as to form a rude parapet. Ditches and abattis may be added.

### *Fortification of Outposts at Bridge-heads and Fords.*

**Q.** When the outpost at a bridge is placed on the **defending side** of the river, what measures may be taken for its fortification?

**A.** Ordinary field entrenchments may be used in combination with or without other works to strengthen the position and obstruct the passage of the bridge, which, like any other approach, should be blocked and placed under commanding fire, both from the front and from the flanks. If sanctioned by competent authority, the bridge may be destroyed.

**Q.** What should be carefully weighed before deciding on the **destruction of bridges**?

**A.** The importance of the object must be weighed against the risk of subsequent inconvenience to the troops themselves.

**Q.** What is the quickest method of rendering a stone bridge impassable?

**A.** Cut a trench over the crown of the arch, and charge it with 300 to 500 lbs. of powder; cover it with planks and earth, and fire the powder. Or a less quantity of powder suspended under the crown and exploded will effect the purpose.

**Q.** How may floating bridges be destroyed?

**A.** By means of drift timber and floating objects; boats and vessels filled with combustibles and torpedoes.

**Q.** How are wooden bridges destroyed?

**A.** By gunpowder, or by setting them on fire. A few loaded grenades or shells may be placed on the bridge to prevent an attempt to extinguish the flames.

**Q.** When the outpost at a bridge is placed on the **enemy's side** of a river, what description of works would be proper for its security?

**A.** The outpost might protect itself by works similar to, but on a smaller scale, than those that would be required were the primary object in view to hold the bridge against an attack in force. An

ordinary tête de pont usually consists of a work open at the gorge, with its flanks resting on the river, and some such work might be adopted by an outpost. The tracing should provide a flanking fire, which might be aided by the fire of guns, covered by epaulements, on the defending side of the river.

*Q.* Name some reasons why it is not usually desirable that an outpost at a bridge should fortify itself on the enemy's side of a line.

*A.* Because, were the defence to last too long, the enemy would succeed in placing the bridge itself under such an overwhelming fire that the withdrawal of the outpost would become a matter of great difficulty.

*Q.* What works should be constructed to favour the withdrawal at the proper moment of an outpost placed at a bridge-head on the enemy's side of the river?

*A.* Traverses should be constructed to protect the bridge from fire, and a line of epaulement or trench, or other works, should be drawn along the river on the defending side to cover the retreat and obstruct the enemy's passage.

*Q.* When an outpost is placed on a river for the purpose of **watching a ford**, or a point where the enemy is likely to attempt to construct a bridge, with what view should the position be fortified?

*A.* To enable the outpost to obstruct the passage till assistance arrives from the main body.

*Q.* In tracing works for the protection of outposts, watching fords, rivers, &c., what should be studied?

*A.* The entrenchments should not be unnecessarily exposed either to the view of the enemy, or to the fire of his guns. Any wood or other cover at hand should be taken advantage of, and a commanding fire should be brought to bear not only on the place of passage, but if possible on the approaches to it.

*Q.* Name some methods of **making fords impracticable** or difficult.

*A.* By digging pits, planting stakes, throwing in felled trees, harrows, ploughs, &c., or by driving in carts full of stones and taking off the wheels.

### *Fortification of Outposts in Villages, Houses, &c.*

*Q.* In considering whether a village occupied by an outpost is **eligible for a protracted defence**, what should be taken into account?

*A.* That impediments in the immediate neighbourhood, which obstruct an assailant, favour the defenders; that the vicinity of rivers or streams may be turned to useful account; and that villages commanded by heights or constructed of combustible materials, such

as wood or thatch, are ineligible for defence. It must be considered whether the extent of the village is in proportion to the means and time at the disposal of the defenders.

**Q.** What steps should be first taken when putting a village in a state of defence?

**A.** To select a strong masonry building, which should be fortified as a keep; to clear the approaches of cover which may favour an assailant or obstruct the defence; to complete the enclosure of the place, and close all openings except such as are required by the defenders; to throw up field-works and loophole walls, so as to take advantage of salient points and procure a flanking defence; and to create as many obstacles as possible to the enemy's advance.

**Q.** In clearing the approaches to a village, at what height from the ground should wood be cut?

**A.** At 2 feet, so as to impede the enemy's advance without masking the fire of the defenders.

**Q.** Should all hedges be cut and walls levelled, in the vicinity of a village, which are not necessary to the defence?

**A.** Only such as run parallel to the front of defence. Such as are at right angles to it, and are enfiladed on both sides by the defenders' fire, may be left standing, so as to break the attacking columns in their advance.

**Q.** In order to complete the defensive enclosure of a village, should a ditch be dug round it?

**A.** Yes; when there is time. A ditch should in all cases be cut in front of such parts as consist of walls and enclosures.

**Q.** Name the different methods of closing openings or avenues.

**A.** By means of palisades, stockades, barricades, or ditches, strengthened by abattis.

**Q.** In order that obstacles placed in approaches may be effectual, what arrangement should be made for their defence?

**A.** They should be flanked by loopholing the neighbouring houses.

**Q.** How should openings necessarily left in the defensive enclosure of a village for the purpose of sallies, &c., be defended?

**A.** By means of tambours, barriers, chevaux-de-frize, &c.

**Q.** What is meant by a tambour?

**A.** It is an external barricade to a door or opening, generally in the form of a small flèche, and may be a stockade or loopholed wall.

**Q.** How may a river or stream in the vicinity of a village be turned to useful account by the defenders?

**A.** By inundating such parts of the ground as will obstruct attack and cover the defence.

**Q.** When placing a village in a state of defence, what is

arrangements should be made to facilitate **communication** between different parts of the works?

A. A passage or opening all round should be made immediately in rear of the works.

Q. If there should be troops only sufficient to defend **part of a village**, what arrangements should be made?

A. A part only should be entrenched, the remainder being cut off by barricades and other defences.

Q. Describe how a **hedge** may be rapidly converted into serviceable cover for troops.

A. By cutting it over at about  $6\frac{1}{2}$  feet from the ground, and digging a ditch in front of it, the earth being thrown up on the hedge so as to form a parapet 15 or 18 inches thick at the top, with a banquette in rear; or by digging a trench in rear, or a ditch in front and a trench in rear, the earth being thrown up, as in the first case, to form a parapet.

Q. When a wall is **loopholed** for defence, what precaution should be taken to prevent the enemy from closing on the loopholes, and so deriving as much benefit from them as the defenders?

A. The loopholes should be at least 8 feet from the ground on the outside, a banquette being constructed inside for the defenders; or a ditch may be dug outside, 3 or 4 feet deep, the earth being thrown up against the wall.

Q. How may a banquette be rapidly formed inside a wall?

A. By means of casks, planks, furniture, &c.

Q. How should an officer entrusted with the defence of a village **dispose his force**?

A. Having posted piquets and sentries, he should divide the remainder into three parts; the first to occupy such parts of the works as can be assailed, the second to support and relieve the first party, and the third to act as a reserve. If there is artillery, it ought to be disposed so as to fire upon the enemy in his advance, and protect the points most liable to assault.

Q. Detail the steps to be taken in placing a **detached house** in a state of defence.

A. Barricade doors and windows, loophole them, loophole walls, break communications through partitions, sink ditches opposite doors and windows, loophole upper floors, cut away staircase and substitute ladder, level cover outside, arrange a flanking defence by means of tambours, remove combustible roofs and materials, collect water to extinguish fire, cut up roads and arrange obstacles, arrange communication with the rear.

Q. How may a **wall** be made available for defence?

A. By loopholing it; or, if very low, by placing a piece of timber on the top, leaving openings beneath it to fire through.

*Defence of Entrenchments, &c., occupied by Outposts.*

**Q.** In defending a work, what arrangement should always be made as to a **reserve**?

**A.** A reserve of one-third, and in some cases one-half of the garrison, should be stationed either in the reduit or in some secure part of the work, in readiness to fall on the enemy with the bayonet should an entrance be effected.

**Q.** What method should be adopted of preventing the **musketry firing** from beginning too soon during a defence?

**A.** The extent of effective range should be marked all round the work.

**Q.** What **preparations** should be made beforehand to receive the enemy should he succeed in descending into the ditch?

**A.** Live shells, grenades, and cans of powder, provided with fuzes, should be on the banquette, and round trunks of trees on the superior slope, in readiness to be rolled into the ditch.

**Q.** How should the **defenders be placed** on the parapet?

**A.** One rank of men should be on the banquette to fire, the other at the foot to load.

**Q.** How **many men** ought to line the parapet?

**A.** A file to each yard.

**Q.** Where artillery is available for the defence of an outpost, where should it be placed?

**A.** Wherever it may best command, and flank the points presenting the most favourable chances to the enemy.

**Q.** When is a gun said to be "**en barbette**"?

**A.** When placed so as to fire over the parapet.

**Q.** How may gunners firing a gun "**en barbette**" be protected?

**A.** By means of a movable mantlet on the parapet.

**Q.** What are **traverses**?

**A.** They are masses of earth erected in the form of a parapet, to protect the face of a work from the effects of enfilade fire, or to cover an opening in a work.





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**GUIDE TO THE**  
**EXAMINATIONS FOR PROMOTION.**

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GUIDE  
TO THE  
EXAMINATIONS FOR PROMOTION  
IN  
THE INFANTRY.

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PART 2.

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*Containing Questions and Answers on the subjects required by the  
Queen's Regulations, (Sec. 4, par. 33, a, b, c,) to qualify  
Lieutenants for Promotion to the*

*RANK OF CAPTAIN.*

BY  
LT.-COLONEL J. MILLAR BANNATYNE.

*Twelfth Edition, Carefully Revised.*

GLASGOW:  
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*Publisher and Bookseller to the University.*

1877.



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**K.G., G.C.B., K.P., G.C.M.G.,**

**THE FIELD MARSHAL COMMANDING IN CHIEF.**



## P R E F A C E.

THE first three subjects required by the Queen's Regulations (S. 4, § 33, a, b, c) to qualify for the rank of captain, in which the examination is to be conducted by the Regimental board (§ 54), are those included in this work. The remaining subjects (d, e, f, g), in which the papers are to be set by the Director General of Military Education, have been omitted.

In wording the Answers, care has been taken to adhere as closely as possible to the text of the authority, which will be found stated after each answer. On a few points on which the Regulation books are silent, the writer has ventured to supply information based on the established usages of the service ; but in every such case an asterisk is appended to the Answer.

The writer has to acknowledge his obligations to the following Authors, from whose valuable works his information has in some instances been derived :

1. *Principles of the Minor Operations of War*, translated from the French of Lallemand, by SIR T. ST. VINCENT TROUBRIDGE, Bart.
2. *The Art of War*, by BARON DE JOMINI.
3. *Operations of War*, by COL. E. B. HAMLEY.
4. *Handbook for Field Service*, by BRIGADIER-GENERAL LEFROY.
5. *The Soldier's Pocket Book*, by COL. SIR G. WOLSELEY.

These works are strongly recommended to young officers for their perusal.

January 1, 1875.

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In the present (the twelfth) edition the alterations rendered necessary by all new regulations issued before 30th October, 1876, have been made.

1st November, 1876.



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## NOTE.

To facilitate reference, the leading words of questions in each page have been printed in black type.

In the questions and answers on drill, in order to distinguish the words of command given by the commanding officer of the battalion from those given by the mounted officers, captains, or guides, the commands of the first are in Capital letters, those of the others in Italics.

The following abbreviations have been adopted in the work:—  
*Q. Reg.*, Queen's Regulations; *Art. War*, Articles of War; *M. Act*, Mutiny Act; *F. Ex.*, Field Exercise; *Musk. Reg.*, Musketry Regulations; *W. O. Reg.*, War Office Regulations, 1848; *Equip. Reg.*, Equipment Regulations; *Explan. Dir.*, Explanatory Directions, 1848; *W. O. Circ.*, War Office Circular (old series); *A. Circ.*, Army Circular (new series); *G. O.*, General Order; *C.-in-Chief*, Commander-in-Chief; *C. Officer*, Commanding Officer; *A.-General*, Adjutant-General; *D. A.-General*, Deputy Adjutant-General; *Q.-M. General*, Quartermaster General; *D. Q.-M. General*, Deputy Quarter-Master General; *D. Judge-Advocate*, Deputy Judge-Advocate; *N.-C. Officer*, Non-Commissioned Officer; *C.-Martial*, Court-Martial; *N.-E.*, Non-Effective; *G.-C. Pay*, Good Conduct Pay; *A. H. Corps*, Army Hospital Corps; *A. S. Corps*, Army Service Corps.



## *EXAMINATIONS FOR PROMOTION.*

### EXTRACTS FROM SECTION 4 OF THE QUEEN'S REGULATIONS AND ORDERS FOR THE ARMY.

“33. LIEUTENANTS, before they are eligible for promotion to the rank of captain, will be required to pass an examination in the following subjects :—

- (a.) The evolutions of a regiment of cavalry or a battalion of infantry (as the case may be) as laid down in the Regulations for those services respectively, including skirmishing, duties of outposts, patrols, escorts, advanced and rear guards.
- (b.) The charge of a troop or company (as the case may be) and detachment in every position in which it may be placed; musketry instruction; orderly room work, requisitions, returns, accounts, and correspondence.
- (c.) Queen's Regulations and orders for the army.
- (d.) Military Law.
- (e.) The elements of Tactics.
- (f.) Field fortification, and the elements of permanent fortification.
- (g.) Military topography and reconnaissance.

“34. Under the provisions of Article 14 of the Royal Warrant of the 30th October, 1871, lieutenants will be required to pass the above examination within five years from the date of their

commissions as lieutenants, and if they fail to do so they will be removed from the service; but applications for an extension of time in case of illness or other unavoidable circumstances will be considered.

“35. Officers who passed the examination for the rank of lieutenant (paragraph 28, see Memorandum in General Orders, December, 1874), will be exempted from examination in the last four subjects prescribed\* for the examination of lieutenants for the rank of captain. Sub-lieutenants, who have passed through Sandhurst satisfactorily either as cadets or students, will also be exempted from examination in those subjects.”

“51. For the purpose of conducting the examination of lieutenants of cavalry and infantry Boards of Examination will be assembled as occasion may require, and are to be composed of three members, of whom one will, when possible, be a field officer. On no occasion, when it can be avoided, is an officer of the same regiment as the candidate to be a member.”

“54. For the examination of Lieutenants of Cavalry and Infantry for promotion to the rank of Captain, the papers upon Military Law, Tactics, Fortification and Military Topography, and Reconnaissance (paragraph 33\* *d, e, f, g*) will be furnished by the Director General of Military Education to General Officers commanding. The examination in the three remaining subjects (paragraph 33\* *a, b, c*) will be conducted by the board, who will satisfy themselves by examination in the field, and *viva voce* questioning, that the officer not only possesses the requisite knowledge himself, but “is able to impart that knowledge in a clear and satisfactory manner to the non-commissioned officers and men under his command.” If any written questions are put *by the board* in any of the subjects of examination, the answers need not be transmitted.”

“55. The board will forward their report on W. O. form, 263, with the written answers to the questions furnished by the Director General of Military Education (certifying in each case

\* Paragraph 33, Queen's Regulations, § 4, quoted on preceding page.

that 'the candidate has not received any assistance from books or other sources') to the general or other officer commanding, who will express his concurrence (or otherwise) in the opinion of the board, and transmit the report to the Director General of Military Education."

G. O., 63, 1874.

"Officers promoted to commissions from the ranks prior to 26th August, 1871, will not in future be required to pass the special Army Examination for the rank of Captain, prescribed in G. O., 65, of 1870, and those who have been so promoted since that date will be exempted from passing an examination in the last four subjects mentioned in paragraph 33 (*ante*) of section 4 of the Queen's Regulations, 1873."

G. O., 83, 1874.

"I. Lieutenants promoted to the rank of captain for service in the field, will only be required to pass the professional examination."

"II. They may be provisionally promoted previously to examination; but such promotion will be cancelled should the officer fail to pass the professional examination within six months, unless the exigencies of the service should not admit of their qualifying."

G. O., 31, 1875.

"With reference to section 4, paragraphs 54 and 55 (*ante*) of the Queen's Regulations and Orders for the Army, it is to be understood that the proceedings of the Examination Board on the professional subjects specified in paragraph 33 (*a, b, and c*), should be forwarded by general officers to the Adjutant-general, instead of to the Director-General of Military Education."

G. O., 72, 1875.

"With reference to paragraph 35 (*ante*), section 4 of the Queen's Regulations and Orders for the Army, 1873, it is

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# GUIDE

TO THE

## EXAMINATIONS FOR PROMOTION.

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### PART II.—RANK OF CAPTAIN.

---

The Evolutions of a Battalion of Infantry, including Skirmishing, Duties of Outposts, Patrols, Escorts, Advanced and Rear Guards. [*Q. Reg., S. 4, § 33 (a).*]

---

### FORMATION AND EVOLUTIONS OF A BATTALION.

#### *General Rules.*

*Q.* How is **company drill** applied in battalion evolutions?

*A.* Battalion movements are effected by combinations of company movements. [*F. Ex., III., G. Rules.*]

*Q.* Are rules for the positions and movements of officers, N.-C. officers, and privates of a company when alone, applicable to a company when with the battalion?

*A.* They are, with a few exceptions. [*id.*]

*Q.* With what **view** should battalion evolutions always be performed?

*A.* With a view to the more extended movements of a brigade. [*id.*]

*Q.* To what should C. officers accustom themselves, with reference to brigade movements, when drilling battalions singly?

*A.* Making changes of position and formations, on fixed battalion points, dressed on previously determined alignments. [*id.*]

*Q.* When, from wind or noise of firing, the C. officer's **words of command** are indistinctly heard, by whom should they be repeated?

*A.* The mounted officers. [*id.*]

*Q.* What are the duties of **mounted officers** in battalions?

*A.* To take up ground, cover points, correct mistakes, circulate orders, and, when not marking points, to assist the C. officer in directing a manœuvre, moving to their places when it is com-

pleted. They should be able to take up the distance for the whole or any part of the battalion. [*F. Ex.*, III., *G. Rules*.]

Q. In judging a distance in battalion what is the best guide?

A. The eye. [*id.*]

Q. When the mounted officers are not all present on parade, what arrangement should be made for the mounted duties?

A. When only one major is present, the senior captain should be mounted. When this cannot be done, the adjutant will take the junior major's place; if only one mounted officer is present besides the C. officer, he should be prepared to cover the markers from either flank, or to give distant points. [*id.*]

Q. What is the duty of the **sergeant-major** of a battalion in regard to covering?

A. To assist in covering the markers. [*id.*]

Q. Describe how **points** are given by mounted officers.

A. They place their horses at right angles to the alignment turned towards it; if the horses are unsteady, they dismount, and mark the points on foot; in line formations, the horses' heads are dressed at arm's length from the alignment. [*id.*]

Q. How and by whom are the dismounted points given in battalion movements?

A. As in company drill by the markers, whose bodies are dressed in line with the horses' heads. [*id.*]

Q. What is meant by point of **appui** and distant point?

A. The point of appui is that point in the alignment upon which a formation is made, and from which all intermediate points are dressed. The distant point is that upon which the line of intermediate points is dressed. [*id.*]

Q. What additional point is occasionally required to enable intermediate points to take up covering in an alignment?

A. One outside the point of appui; this point must be correctly dressed on the prolongation of the alignment. [*id.*]

Q. How may a formation be prolonged to any extent?

A. By successive points covering on the base. [*id.*]

Q. In the deployment of a single battalion, what points are a sufficient guide for the markers of companies (other than the company of formation)?

A. The base points of the company of formation, which must be correctly covered from the point of appui. [*id.*]

Q. When battalions or companies come up successively into line, what point is the point of appui for each?

A. The outer flank of the last formed body. [*id.*]

Q. By whom and how is the covering of all points corrected?

A. By a field officer from the point of appui; the horse's body in prolongation of the alignment. As a rule, the major



nearest the point of appui will cover the points; the senior major will do so in a central formation. On completion of the formation, the major will give "*Steady*," and take post. [*F. Ex.*, III., *G. Rules*.]

*Q.* What points are given in battalion movements by the adjutant and junior major, and when do mounted points take post?

*A.* The adjutant will mark the outer flank of the battalion in formations that require it. In a central formation, the junior major will mark the left, the adjutant the right. All mounted points take post on "*Steady*." [*id.*]

*Q.* What is the rule as to **degrees of march** in battalion movements?

*A.* The slow step is applicable to purposes of parade. The quick march to movements in column or line. The double march should not be applied for a longer distance than is required in a "charge," or a short rush to seize a position, except in the movements of companies during internal battalion formations and in skirmishing. [*id.*]

*Q.* Should **bayonets** be fixed in battalion movements?

*A.* Movements, except when otherwise directed, and firings, except in square, are performed with unfixed bayonets. [*id.*]

*Q.* By whom is the right **guide's place** to be kept when he moves from the front rank in a line formation?

*A.* By the marker, unless he too has to move out, in which case the rear rank man of the right file will move up and keep the place. [*id.*]

*Q.* How is **way made** for an officer or marker who requires to pass through a battalion line?

*A.* When a mounted officer requires to pass, two files will take two paces to the rear and one pace outward from each other, resuming their places when he has passed. When a guide has to make way, he will take one pace to his front, and a side pace to his left, stepping back when the officer or marker has passed. [*id.*]

*Q.* What is meant by "**the front**" of a battalion in line, or fighting formation?

*A.* The direction in which it is turned, which is supposed to be towards the enemy. [*id.*]

*Q.* When a battalion breaks or wheels into column, and is ordered to wheel again into line, in what direction do the companies wheel?

*A.* As a rule, they wheel into their original order; the flank on which they would so wheel into line is the directing flank in column. When it is required to change "the front" of the line to the rear, the column is wheeled into line to the reverse flank, having previously been ordered to cover, or to march, by that flank.<sup>1</sup>

column; the senior major 2 paces from the centre of the right half-battalion; the junior major 2 paces from the centre of the left: the adjutant 2 paces from the leading centre company. [*F. Ex.*, III., 1.

*Q.* Where are the **staff** officers and serjeants posted when a battalion is on parade in column?

*A.* The staff officers on the reverse flank of, and 2 paces from, the band; the staff serjeants in rear of them. [*id.*

*Q.* When a column is ordered to advance or retire, by whom, and from what point, will the **direction** be superintended?

*A.* By the major of the leading half-battalion, from the rear of the directing flank of the second company from the front. He must keep clear of the line of guides. [*id.*

*Q.* What is the rule as to the majors **changing half-battalions**?

*A.* When the order of companies in column on the march is changed, the majors will change half-battalions on the word "HALT—FRONT," or "FRONT—TURN." When a battalion is working by half-battalions, the majors do not change. [*id.*

*Q.* What is the post of the **serjeant-major** in column?

*A.* 1 pace in rear of the centre of the colour party. [*id.*

*Q.* What are the posts in column of the **band**, drums, and pioneers?

*A.* On the reverse flank; band and drums in several ranks, 3 paces from centre of the battalion, pioneers 2 paces in front of band. During manœuvres, band will remain on the flank, but drums and pioneers will join their companies, taking post in the supernumerary rank. In column of route, band and drums will move to 12 paces in front of leading company, formed in several ranks; pioneers to 6 paces in front of band. [*id.*

*Q.* Should mounted officers on parade with their regiments and during movements always have their swords drawn?

*A.* Yes. [*id.*

*Q.* Describe how a battalion is **told off** for exercise.

*A.* On "TELL OFF THE—BATTALION," the captain of the leading company will call out "*Number One*," then the captain of the next company, "*Number Two*," and so on. The C. officer will next name the companies of half-battalions, thus:—Nos. 1 to 5—RIGHT HALF-BATTALION; Nos. 6 to 10—LEFT HALF-BATTALION." [*id.*

*Q.* Which companies of a battalion are "right," and which "left"?

*A.* They are "right" or "left" according as their numbers are odd or even. [*id.*

*Q.* When companies in column are required to take open order for **inspection**, what command is given, and how is the inspecting officer received? After the inspection of each company, what commands are given by its captain?

A. "OPEN ORDER—MARCH." Each captain will receive the inspecting officer with a salute, and follow him during the inspection, the men standing with shouldered arms. After the inspection of each company, its captain will close the ranks and give the word to order arms, unfix bayonets, and stand at ease, resuming his place in column. [F. Ex., III., 1.]

## FORMATION AND MOVEMENTS OF A BATTALION IN LINE.

### *General Rules.*

Q. When a line is to **retire**, should it be at once turned about?

A. Not until everything is ready for its instant march.

[F. Ex., *Battalion in line.*

Q. How are **base points** and markers to be placed in deployments and formations of line on any one company?

A. A marker in front of each flank file of that company as a base. A marker will also run out from each company to mark its distance, covering on the base points. All the markers will turn to the battalion point of appui. [id.]

Q. In a deployment on the two centre companies, how are base points and markers placed, and what is the serjeant-major's duty?

A. The centre serjeant will give a centre base point, turning to the right; the serjeant in rear of him will take his place. The outer flanks of the two centre companies will be marked by their markers, who will turn inwards. The serjeant-major will move to the marker of the right centre company, and assist in covering the three base points. [id.]

Q. On what words do base points and markers move out to take up an alignment, and when do they return to their places?

A. Base points move out on the battalion caution, returning to their places on "*Steady*"; each of the other markers runs out to give his point, when within 20 paces of his ground; and when the second company from him receives "*Eyes—front*," he falls in. [id.]

Q. In what case should markers take post together after giving points?

A. When they move out simultaneously. [id.]

Q. When, during a line formation, a company is ordered to fire, what should any marker who may be in front of it do?

A. Take post in rear. [id.]

Q. In line formations, what precaution should be taken in order that points and markers may be kept clear?

A. The companies forming on them must be halted in rear of them, and then dressed up into line. [id.]

**Q.** May line formations take place without foot points?

**A.** Yes. [*F. Ex., Battalion in line.*]

**Q.** After wheeling, or forming into line, how are **intervals** between companies to be corrected?

**A.** The major who is not looking to the covering, assisted by the adjutant, will, from the rear, close the companies as may be required, the captains halting their own companies, except when the number of paces they are to close is named; when an entire half-battalion is closed, the major will halt it. The centre of the battalion should, as a rule, remain unmoved. [*id.*]

**Q.** How does the right guide of a company in line act during closing to correct intervals?

**A.** He will close with his company, unless files are out on its right, when, if it closes to the left to admit files, he will stand fast; but if the company next to him closes to the right, he will close with it till all his files are up. [*id.*]

### *Formation of the Battalion in Line.*

**Q.** How are **companies** formed in line?

**A.** Without any interval. The company on the left has its left guide on the left of the front rank, covered by his marker. In other respects each company stands in the usual way as a company in line. [*F. Ex., III., 2.*]

**Q.** Where is the **colour party** placed in line?

**A.** Between the two centre companies. [*id.*]

**Q.** What is the post of the **C. officer** in line?

**A.** When the battalion is at exercise alone, he may occasionally be in front; but his post is in rear; and when the battalion fires or advances, he will usually be in rear of the colours, at about 20 paces from the supernumerary rank. [*id.*]

**Q.** Where are the **majors** and adjutant posted in line?

**A.** In rear: the senior major, of the centre of the right half-battalion; the junior major, of the centre of the left half-battalion; the adjutant, of the colours; all at 6 paces from the supernumerary rank, dressed by the senior major. [*id.*]

**Q.** Where are the **band**, drums, and pioneers posted in line?

**A.** Band at 12 paces from supernumerary rank, in rear of centre of battalion, two deep, at loose files, and occupying only necessary space; drums, &c., two deep in rear of the band; pioneers, 2 paces in front of band, in single rank. [*id.*]

**Q.** What are the posts in line of **staff** officers, staff serjeants, and serjeant-major?

**A.** Staff officers, 3 paces in rear of drums; staff serjeants, in rear of staff officers; the serjeant-major, in rear of the centre of colour party, aligned with supernumerary rank. [*id.*]

### *A Battalion in Line taking Open Order.*

**Q.** Before taking **open order** what should be done with the arms?

**A.** Bayonets fixed and arms shouldered. [*F. Ex.*, III., 3.]

**Q.** On "OPEN—ORDER" in line, what takes place?

**A.** Each company proceeds as in company drill, except that the right-hand man only of the rear rank of each company and the rear rank man on left of line step back, and that the left marker of the left company moves up into the place vacated by his guide. The senior major moves to the right, the junior major and adjutant to the left, of the front rank. The serjeant-major will cover the rear rank flank man, and give "*Steady*," then dress the supernumerary rank from the right, give "*Eyes—front*," and fall in. [*id.*]

**Q.** When a line takes open order, what happens on "MARCH"?

**A.** Companies proceed as in company drill. Officers carrying colours take 3 paces to the front, and dress with line of officers,—N.-C. officers, or men, in their rear stepping up to replace them in the front rank. Staff, band, drummers, and pioneers remain as at close order. Senior major moves to the right of line of officers and dresses them; junior major moves up on left of the line of officers. Adjutant remains on left of front rank. Lieutenant-colonel places himself 6 paces in front of colours. [*id.*]

**Q.** When a line takes open order, when do the officers carry swords and look to the front?

**A.** On "*Steady*" from senior major. [*id.*]

**Q.** Describe how a battalion at open order resumes **close order**.

**A.** On "CLOSE—ORDER," each company proceeds as at company drill. Officers carrying colours turn to the right; mounted officers turn their horses' heads outwards. On "MARCH," the whole resume their places in line, each company proceeding as at company drill. Guide of left company places himself on its left, his marker covering him. [*id.*]

### *Advancing and Retiring in Line.*

**Q.** When a line is to **advance**, how is the direction determined, and its correctness preserved, during the movement?

**A.** On "THE LINE WILL ADVANCE," centre serjeant selects points to march on, under adjutant, who gives "*Steady*," when direction is determined. On "QUICK—MARCH," the whole step off, touching to the centre; the serjeant who is between the colours directs. Serjeant-major remains halted until the line has advanced 10 or 15 paces. He then follows in rear, under direction of the adjutant.

who remains covering him on the centre serjeants, until he sees that the direction is maintained. [F. Ex., III., 4.]

Q. Describe the movement of **retiring** in line.

A. On "THE LINE WILL RETIRE," the colour party turns about; adjutant and serjeant-major pass through and place themselves behind the line, adjutant superintending direction of centre serjeant, and giving "*Steady*." On "RIGHT ABOUT—TURN," the battalion turns about, and right guides fall to the present rear of the centre of their companies. On "QUICK—MARCH," battalion steps off, rear rank leading; touch being to centre, the serjeant in centre of rear rank directs; adjutant and serjeant-major proceed as in advancing. [id.]

Q. What commands are given to **halt**, or halt and front, a battalion advancing or retiring, and what takes place thereon?

A. "BATTALION—HALT"; on which, after halting, every man remains steady; or, "BATTALION—HALT—FRONT"; on which the battalion will halt and front, right guides taking post, and adjutant and serjeant-major returning through the line to their places in rear. [id.]

### *Charging in Line.*

Q. What commands are given for charging in line? Describe how a line charging halts.

A. Bayonets (or swords) having been fixed, "PREPARE TO CHARGE, CHARGE." "BATTALION—HALT." On the latter word, the battalion halts as directed in the rifle exercises, and remains steady. [F. Ex., III., 5.]

Q. How near the enemy should the line be before receiving the order to charge?

A. A few paces, say 20. [id.]

### *Dressing a Battalion in Line.*

Q. What happens on the command to a battalion in line, "BY THE RIGHT (or LEFT)—DRESS"?

A. The right (or left) markers, and the marker on the distant flank of the line, double out to the front, looking to the major on the named flank. On the major's word or signal the markers halt, turn towards him, and cover, recovering arms as they turn; when covered, the major gives "*Steady*." [F. Ex., III., 6.]

Q. In dressing a battalion in line, the markers having moved out, covered, and received "*Steady*," how is the dressing effected?

A. The C. officer gives "QUICK—MARCH"; each captain will halt his company and give "*Dress up*," when it is within 2 paces of alignment; and the guide of the named flank will dress it,

give "*Eyes—front*," and fall in. When the dressing is complete, the major will give "*Steady*," on which the markers will resume their places. [F. Ex., III., 6.]

### *A Battalion in Line passing Obstacles.*

Q. When a line **advancing** meets with small obstacles, how should files whose progress is interrupted by them act?

A. They should break off without command, resuming successively their places in line as the obstacles decrease or disappear. [*id.*]

Q. When files are broken off in line, what should be attended to with regard to the men who remain in line?

A. They must move straight forward. [F. Ex., III., 7.]

Q. When files break off in line, how should they turn?

A. Towards their own companies. When the obstacle is in front of the centre of a company the files should, as a rule, turn to the right and wheel to the left. [*id.*]

Q. If a company or half-company breaks off, or if the files are broken off successively till they amount to a half-company, in what formation should the men move?

A. In fours. [*id.*]

Q. If a line halts while broken by obstacles, how should the files that are broken off form?

A. In rear of the obstacles, parallel to the front. [*id.*]

Q. When a line is advancing, and obstacles occur which require all the companies to break into fours, what words are given?

A. "ADVANCE IN FOURS FROM THE RIGHT (OR LEFT) OF COMPANIES, FOURS—RIGHT, LEFT—WHEEL (OR FOURS—LEFT, RIGHT—WHEEL)." [*id.*]

Q. When companies break into fours, what company directs?

A. Any company may be named, thus: "No. 4—COMPANY OF DIRECTION." Otherwise that will direct which would be at head of column if "FRONT—TURN" were given. [*id.*]

Q. When the companies of a battalion advancing in line break into fours to pass obstacles, where should the guides place themselves? Who are responsible for the distances and dressing?

A. The guides place themselves on that flank of the leading fours which is nearest the company of direction, and keep their distances as far as circumstances allow. The markers are responsible for the dressing. [*id.*]

Q. When the companies of a battalion advancing in line have broken into fours to pass obstacles, how may line be reformed?

A. By "FRONT FORM—COMPANIES, FORWARD"; or, "ON THE MARCH, FRONT FORM—COMPANIES"; or, "AT THE HALT, FRONT FORM—COMPANIES"; or they may be halted and fronted into column

and then wheeled into line. In forming to the front at the halt, no points are given ; the line will, if necessary, receive "BY THE RIGHT (or LEFT)—DRESS." [F. Ex., III., 7.]

Q. When the companies **retiring** in line are to break into fours, what commands are given ?

A. "RETIRE IN FOURS FROM THE LEFT (or RIGHT) OF COMPANIES. FOURS—LEFT, RIGHT—WHEEL (or FOURS—RIGHT, LEFT—WHEEL)." [id.]

Q. When a line retiring has broken into fours, how may it reform line and continue retiring, or form to the original front ?

A. By "REAR FORM—COMPANIES, FORWARD" ; or, "ON THE MARCH, REAR FORM—COMPANIES" ; or they may be halted and fronted into column, and then ordered to wheel into line to the original front ; or they may form to the original front by "RIGHT (or LEFT) ABOUT FORM—COMPANIES." In the last case the markers will not give points. The line may, if necessary, be dressed after forming. [id.]

Q. When companies after advancing or retiring in fours turn into column, which flank directs ?

A. After advancing, the flank which was leading in fours ; after retiring, the flank that was in rear. [id.]

### *Battalions in Line Relieving each Other.*

Q. Describe how a battalion **halted** in line may be relieved by another in its rear.

A. When the relieving battalion arrives within a company's distance, the battalion to be relieved will receive, "RETIRE IN FOURS FROM THE RIGHT (or LEFT) OF COMPANIES," &c., and pass the second line, which will throw back files to give passage wherever the companies present themselves. [F. Ex., III., 8.]

Q. How may a line **retiring** be relieved by another in its rear ?

A. On arriving at a company's distance from the new line it will break into fours and pass through it. [id.]

Q. When a line relieves another, what is the rule as to the battalion which is to break into fours ?

A. Relieving line should not be broken. [id.]

## **COLUMN MOVEMENTS.**

### *General Rules.*

Q. Describe the **use** and advantages of columns.

A. They are formed for convenience of movement, and can easily be formed into line or square. [F. Ex., *Column Movements*.]



*Q.* Describe a column, half column, and quarter column, as regards their **depth**.

*A.* In column, each company is placed at a distance equal to its own breadth from the one immediately in front. A battalion in column thus occupies the same ground that it would cover in line, less the front of its leading company. A half column is formed with the companies at half distance. A quarter column is formed with the companies at 6 paces distance.

[*F. Ex., Column Movements.*

*Q.* How is the **distance** between companies in column measured or estimated?

*A.* From the heels of the front rank of the one to the heels of the front rank of the other. [*id.*

*Q.* To what **purposes** are columns, columns of double-companies, half or quarter columns, applicable, and on what must the employment of the one in preference to the other depend?

*A.* For the passage of defiles, and for manœuvre. The ground and circumstances must influence the commander in employing one in preference to the other. [*id.*

*Q.* What are the special advantages of the quarter column?

*A.* It combines the convenience of moving in a small space with the capability of forming in any manner to resist attack. [*id.*

*Q.* Which is the **directing flank** in column?

*A.* When companies wheel from line into column to the right, left directs; when they wheel to the left, right directs, unless the column is ordered to cover or march by the other flank previously to forming line to that flank. In formations of column from line, and in column of double-companies, the proper left directs, unless otherwise ordered. [*id.*

### *Formation of a Battalion in Half and Quarter Column.*

*Q.* Describe the **arrangement** of a half or quarter column.

*A.* It is the same as that of a column, the distances only being different. The band is in two ranks in rear, when the column is alone or in a line of columns; in several ranks on the reverse flank, when the column is in mass in brigade. [*F. Ex., III., 9.*

*Q.* By whom and from what point is the covering of the line of guides of a half or quarter column marching to be superintended?

*A.* By the major of the rear half-battalion from the rear. [*id.*

### *Forming Quarter Column from any more Open Column.*

*Q.* Give the words of command for closing to quarter column from a more open column **from the halt**.

A. "QUARTER COLUMN ON THE LEADING COMPANY," or "QUARTER COLUMN ON THE REAR (or No. —) COMPANY. COMPANIES IN FRONT, RIGHT ABOUT—TURN," "QUICK—MARCH."

[F. Ex., III., 10.]

Q. Describe how the movement of closing to quarter column from the halt is performed.

A. Companies in front of the named company are ordered to turn about. The major of the half-battalion to which the named company belongs will cover the guides from the battalion point of appui, the guide of the named company. During the movement the named company will stand fast, the remainder will close on it, halting (or halting and fronting) and dressing by command of their captains as they arrive at their places. The men take up their own dressing. When the movement is completed, the major will give "*Steady*," and move to his place. [id.]

Q. Describe how a column **on the march** closes on the leading company.

A. On "QUARTER COLUMN ON THE LEADING COMPANY," the captain of that company will give "*No. —, Halt—dress*," or if retiring, "*Halt, Front—dress*." The remaining companies will then close on it in the usual way. [id.]

Q. Describe how a column on the march closes to the front without halting.

A. "ON THE MARCH, QUARTER COLUMN ON THE LEADING COMPANY, REMAINDER—DOUBLE," on which the leading company will move on in quick time; the remainder will close up in double time, receiving in succession from their captains, "*No. —, Quick*," as they gain their distances. [id.]

### *A Quarter Column Opening from the Front, the Rear, or a Central Company.*

Q. When a quarter column at the **halt** receives "OPEN TO COLUMN FROM THE LEADING COMPANY," what takes place?

A. The adjutant marks the spot on which the directing flank of the rear of the column will rest, his horse's head being dressed on the line of guides. [F. Ex., III., 11.]

Q. When a quarter column opens from the front, what takes place on "REMAINDER, RIGHT ABOUT—TURN." "QUICK—MARCH"?

A. The leading company stands fast, and the remainder, having turned about, step off, the guide of the rear company marching with his outer shoulder just clear of the head of the adjutant's horse. The captain of the second company, having gained his distance, gives "*No. —, Halt—front*." The other captains in succession halt and front their companies in like manner. Each

guide, the moment his company has fronted, corrects his covering, the captain then gives "*Dress.*" The major gives "*Steady,*" on completion of the movement. [*F. Ex.*, III., 11.]

Q. When the caution is given to a quarter column "OPEN TO COLUMN FROM THE REAR COMPANY," what happens?

A. The adjutant will mark the alignment at the wheeling distance of a company in front of the spot on which the directing flank of a column will rest. [*id.*]

Q. In opening a quarter column to column from the rear, what is done on the words, "REMAINDER, QUICK—MARCH"?

A. All but the rear company step off, the guide of the leading company marching with his outer shoulder just clear of the head of the adjutant's horse; each captain halts his company when it has gained its distance; on which the directing guide turns about, corrects his covering and fronts; the captain then orders the company to "*Dress.*" "*Steady,*" as usual. [*id.*]

Q. How does a quarter column open from the rear on the march?

A. On "OPEN TO COLUMN FROM THE REAR COMPANY," the rear company will be halted by the captain, and the movement will proceed as from the halt. [*id.*]

Q. How does a quarter column open from the rear on the march, and without halting?

A. The caution, "ON THE MARCH, OPEN TO COLUMN FROM THE REAR COMPANY," will be given, followed by "REMAINDER, DOUBLE"; the companies in front of the rear company will be ordered by their captains to break into quick time as they gain the distance. [*id.*]

Q. How does a quarter column open from a central company?

A. The guide of that company will be the point of appui, and the companies in front and rear of it will proceed as in opening from rear and leading company, the junior major giving a point for the guides of the left half-battalion to march upon, and the adjutant giving a point for the guides of the right. [*id.*]

Q. By whom and from what point will the covering of the guides be superintended in opening from quarter column?

A. In opening from the front or rear, the major of the half-battalion to which the named company belongs; in opening from a central company, the senior major will superintend the covering from the battalion point of appui. [*id.*]

Q. Describe how a quarter column halted opens by the companies advancing or retiring in succession.

A. On "ADVANCE IN COLUMN," the captain of the leading company at once gives "*No. 1, Quick—march.*" When that company has gained distance, the captain of the second will give "*No. 2,*

*Quick—march*"; and so on. On the march, the command will be, "OPEN TO COLUMN, REAR COMPANIES—HALT"; on which the leading company will continue advancing, and the movement will proceed as before. If the quarter column is to retire in column, the companies will be turned about in succession, and marched off in like manner. [F. Ex., III., 11.]

*Columns Diminishing and Increasing their Front, and Passing Obstacles.*

Q. When a **column** on the march arrives at a narrow place or defile, how should it diminish its front?

A. Each company in succession will diminish its front as at company drill, and as it clears the narrow place will again increase it. [F. Ex., III., 12.]

Q. When the march of a column on an alignment is interrupted by an obstacle, what course is to be followed?

A. The march is to continue direct to the obstacle, which will be passed by diverging, when practicable, to the reverse flank; the alignment will again be taken up by the guides at a point placed for the purpose. Directing guides should never diverge unless it is necessary. [id.]

Q. How may column of **double-companies** diminish front?

A. By the command, "ADVANCE (or RETIRE) IN DOUBLE FOURS (or FILES) FROM THE CENTRE; FOURS—INWARDS (or INWARDS TURN), RIGHT AND LEFT—WHEEL." On the column being reformed by the command, "FRONT (or REAR) FORM—COMPANIES," the intervals between companies must be corrected. [id.]

Q. In double fours or files, where and how do the colour party, captains, and supernumeraries move?

A. In advancing the colour party moves between the two centre companies, as in file; the Queen's colour, between the two leading fours or files; the remainder of the party moving in their regular succession. The captains and supernumeraries also move as in file between the half-battalions. In retiring the colour party will simply turn about, and move in the present front of the two centre companies. [id.]

Q. In double files or fours, by whom and from what point is the movement superintended?

A. By the junior major, from the guide leading the present leading company of his half-battalion. [id.]

Q. How does a **quarter column** diminish front?

A. By breaking off a file or two from the flanks of companies, or by the companies advancing in succession, and breaking off files or breaking into fours; or it may form fours deep, and close on a flank or on the centre. [id.]

*A Column Changing Direction, and Marching on an Alignment; or Changing Position by the Flank March of Fours.*

**Q.** Describe how a column **changes direction**.

**A.** The companies wheel successively round the same point. If to the reverse flank, the guides of that flank move up and lead during the change of direction, retaining the relative positions the flanks held when marching by the directing flank (weak companies must march a little past the point before wheeling). "FORWARD" is given to the leading company by the C. officer; but that word is given to the remaining companies by their captains as the front of each becomes perpendicular to the new direction.

[*F. Ex.*, III., 13.

**Q.** In changing direction into a new alignment, if the column is halted before all the companies have wheeled, how do the rear companies move into column in the new alignment?

**A.** By the flank march of fours; their markers running out to mark the spots on which their directing flanks are to rest. [*id.*

**Q.** Describe how a column **changes position** by the flank march of fours. [*id.*

**A.** The column marches in an oblique direction on that point in the new alignment where the outer flank of its leading company is to rest when in line, till it arrives at rather more than wheeling distance from it; it will there receive, "BY FOURS, CHANGE POSITION QUARTER (OR HALF) LEFT" (or "RIGHT" if moving by that flank). "FOURS—LEFT (OR RIGHT), MARCH ON YOUR MARKERS." The companies will then move across into the new alignment, each marker running out in succession, and covering for the directing flank of his company, the major of the leading half-battalion covering them from the front; the marker of the leading company will take his distance from the point on which the column originally marched. [*id.*

*A Quarter Column Wheeling.*

**Q.** When a quarter column, **halted**, receives "BATTALION—QUARTER (HALF, OR THREE QUARTERS) LEFT (OR RIGHT)—WHEEL," or "LEFT (OR RIGHT)—WHEEL," what happens?

**A.** The markers of the leading company run out to mark the spots where the flanks of the company will rest when the wheel is completed, turning to the flank on which it will wheel; and the major of the leading half-battalion will cover them and give "Steady"; the rear companies make a half-turn to the wheeling flank, the guides of which, if not already there, will move up to lead.

[*F. Ex.*, III., 1'

**Q.** When a quarter column, halted, has received the caution to wheel, how is the movement executed on the words, "QUICK (or DOUBLE)—MARCH"?

**A.** The leading company wheels as usual, but at a shorter pace, so as to give the companies in rear time to circle round. The remaining companies step off, each man moving on the circumference of a circle, of which the pivot man of the leading company is the centre. The men keep the shoulder nearest to the front of the column well up, so as to gain sufficient ground to the flank, and avoid diminishing the distance between companies. On "BATTALION—HALT," the guides resume their places, and the men turn to the proper front and remain steady, unless ordered to "DRESS." Base points take post on "*Steady*." [*F. Ex.*, III., 14.]

**Q.** May a quarter column wheel **on the march** in the same manner as from the halt?

**A.** Yes; the rear companies make a half turn to the outer flank, and the pivot man of the column moves at a very short pace round the wheeling point, keeping his shoulders square with his company. On "BATTALION—FORWARD, BY THE LEFT (or RIGHT)," the men of the rear companies turn to the front, and the column moves on by the directing flank. [*id.*]

**Q.** During the wheel of a quarter column, which **flank** directs, and what should be attended to by the outer files of companies?

**A.** Outer flank directs; and outer files should preserve distances, relative positions, and covering on leading company. [*id.*]

**Q.** What are the **special duties** of the major of the leading half-battalion, and of the captains, during the wheel of a quarter column?

**A.** The major will place himself on the outer flank of the leading company, to regulate its pace. He must watch the leader on the outer flank of the rear company (who will march at a full pace), on whose movement the march of every man in the column depends; he must also look to the diagonal covering of the guides on the leading flanks. The captains will see that the companies close up to their leading files. If "DRESS" is given when the column halts, the major will cover the directing guides from the front. [*id.*]

### *A Column Counter-marching.*

**Q.** State how a column counter-marches.

**A.** Each company moves as in company drill. The C. officer gives "HALT—FRONT, DRESS"; or, "FRONT—TURN, BY THE LEFT (or RIGHT)." Weak companies must mark time when they reach the guides on the flanks, at which they are to turn to the

front. The colour party wheels about independently, and moves to its place. [F. Ex., III., 15.]

Q. When a column is counter-marched, how do the majors act?

A. If from the halt, the junior major moves up on the caution ready to cover the guides, the majors changing half-battalions on "*Steady*"; if on the march, the majors change as usual on the words, "FRONT—TURN," or "HALT—FRONT." [id.]

### *Changing the Order of a Column.*

Q. How may a column change its order?

A. By forming fours deep, and the companies passing through each other in succession, as required by the C. officer.

[F. Ex., III., 16.]

### *A Column Moving to a Flank in Fours.*

Q. Give the caution and command for moving a column to a flank in fours, and state the rule as to the directing company.

A. "MOVE TO THE RIGHT (OR LEFT) IN FOURS. FOURS—RIGHT (OR LEFT)"; and if halted, "QUICK—MARCH." The leading company directs, unless another is named. [F. Ex., III., 17.]

Q. How do the guides and markers of the leading flank act when a column moves to a flank in fours?

A. The guides place themselves on the flank of the leading fours which is nearest the company of direction, and keep their distances. The markers are responsible for the dressing. [id.]

Q. When a column is required to move diagonally to a flank, what is done?

A. The words, "HALF LEFT (OR RIGHT) TURN," are given to it as soon as it is moving in fours. [id.]

### *A Quarter Column in Files, or Formed in Fours to a Flank, Wheeling to the Right or Left.*

Q. How does a quarter column in files, or formed in fours to a flank, wheel to the right or left?

A. On the principles laid down for the wheel of a quarter column: the leading files of fours of all the companies wheel round the pivot like the leading company of a column, the men on the outer or wheeling flank of the column preserving their distances and covering, the remainder being guided by them. The guide leading

company will place himself, if not there already, on the flank of the file or four nearest the pivot, in order that he may keep his distance; the markers preserve the dressing. [*F. Ex.*, III., 18.]

*A Column, when Moving to a Flank in Fours, Closing on or Opening from any named Company.*

**Q.** When a column, moving to a flank in fours, is required to close on or open from any named company, what is the **usual method** adopted?

**A.** "QUARTER COLUMN ON No. —" (or, "OPEN TO COLUMN FROM No. —"), "REMAINDER, RIGHT (OR LEFT)—WHEEL" (or, "INWARDS OR OUTWARDS WHEEL"). "FORWARD," on which the named company receives from its captain, "*No —, Step—short,*" and the leading fours of the remainder wheel as ordered; the guides, if not there already, change to the flank of the leading fours nearest the named company. As each company in succession arrives at its distance, the guide changes direction parallel to that of the named company, and the captain gives the word to step short. When all the companies have closed or opened, "BATTALION—FORWARD" is given, when the guides who have changed flanks resume their places. [*F. Ex.*, III., 19.]

**Q.** Name **another method** of executing the same movement.

**A.** The command to close or open may be preceded by the words, "ON THE MARCH." In this case the named company moves on in quick time, and the remainder close or open at the double, taking up quick time when in their places. [*id.*]

*Application of the Flank March of Columns in Fours.*

**Q.** In what cases will the flank march of columns in fours be found most **useful**?

**A.** In the advance or retreat of large bodies of troops.

[*F. Ex.*, III., 20.]

**Q.** Describe how the flank march of a column in fours may be applied to enable a battalion in line to pass **obstacles** or broken ground without disorder or loss of distance in line.

**A.** The line may advance (or retire) from the right or left of companies, thereby becoming a column moving to a flank. The battalion may then, if required, diminish its front by closing on any company, or any company may be ordered to lead on in fours, the remainder following in succession, or one half-battalion may move the other following. [*id.*]



## FORMATIONS OF COLUMN FROM LINE.

### *A Battalion in Line Wheeling into Column from the Halt.*

**Q.** Describe the movement of **breaking into column** to the right from the halt.

**A.** "BREAK INTO COLUMN TO THE—RIGHT"; the senior major moves to the right of the line, the colour party turns to the right and disengages to the rear, the left guides stand fast; the remainder of the battalion, including band, drums, and pioneers, turn about. "RIGHT—WHEEL, QUICK (OR DOUBLE)—MARCH"; the companies wheel into column; the senior major covers the left guides, who move up on the flanks; the colour party wheel to the right, and with band, drums, pioneers, and mounted officers (except senior major), take post in column. On "*No. —, Halt—front, Dress,*" the companies halt, front, and dress by the left; the senior major gives "*Steady,*" and moves to his place. [*F. Ex., III., 21.*]

**Q.** What difference is there in breaking into column to the left?

**A.** The colour party turns to the left when the battalion turns about, the right guides standing fast, and the junior major moving to the left of the line to cover the guides. The right guides turn to the left on the word "MARCH," and move up on the flanks. [*id.*]

**Q.** When it is intended that a line shall **wheel forward into column** from the halt, instead of breaking into column, how is the movement performed?

**A.** The commands, "COMPANIES, RIGHT (OR LEFT)—WHEEL, QUICK (OR DOUBLE) MARCH." "HALT—DRESS," or "FORWARD, BY THE LEFT (OR RIGHT)," are given. The companies wheel as directed; the colour party wheels independently, and moves by the shortest line to its place in column; the mounted officers and band also move to their places during the wheel. [*id.*]

### *A Battalion in Line Wheeling into Column on the March.*

**Q.** When it is desired that a line advancing or retiring should wheel into column on the march, how is the movement performed?

**A.** "COMPANIES, RIGHT (OR LEFT)—WHEEL. FORWARD, BY THE LEFT (OR RIGHT)," or, "HALT—DRESS." The companies wheel as directed, the colour party, mounted officers, and band moving as in wheeling into column from the halt. [*F. Ex., III.,*

*A Battalion in Line Advancing in Column, Column of Double-companies, or Columns of Half-battalions.*

**Q.** How does a battalion halted in line advance in column from a flank ?

**A.** "On RIGHT (or LEFT) COMPANY, To THE FRONT. REMAINDER, FOURS RIGHT (or LEFT), QUICK—MARCH," the named company advances, its captain giving "*Leading company, By the left.*" The companies in fours step off at the same time, and each in succession receives from its captain, "*No. —, Half left (or right)—turn,*" and makes a half-turn towards the front, when its leading four is in rear of the centre of the preceding company; then "*Front—turn, By the left,*" as it arrives in column. [*F. Ex., III, 23.*]

**Q.** When a battalion halted in line advances in column from the right, how do the guides of the battalion and the markers of the right company, and the company next on its left, act ?

**A.** On the caution, the left guide of the right company moves up, the right guide and marker, and also the right guide and marker of the company next on the left, falling to the rear; the remaining left guides move up, and right guides fall to the rear, as their companies receive "*By the left,*" when in column. [*id.*]

**Q.** Describe how a battalion halted in line advances in column from a central company.

**A.** On "No. — COMPANY, To THE FRONT. REMAINDER, FOURS—INWARDS, QUICK—MARCH," the movement proceeds as from the halt, the companies in fours when moving into column, passing each other left arm to left arm. No attempt is made to correct distances unless ordered. [*id.*]

**Q.** How may a battalion advancing in line advance in column from any named company ?

**A.** In the same manner as from the halt, on the words, "RIGHT (LEFT or No. —) COMPANY, To THE FRONT. REMAINDER, FOURS—RIGHT (LEFT or INWARDS)." [*id.*]

**Q.** In advancing in column of double-companies from line, what happens on "TWO CENTRE COMPANIES, To THE FRONT. REMAINDER, FOURS—INWARDS" ?

**A.** On the caution the right guides and markers of the two centre companies fall to the rear, the left guide of the left centre company moves up, the right guide and marker of the company next on the left falling to the rear; the colour party steps back 3 paces; the companies form fours as directed. [*id.*]

**Q.** The caution to advance in column of double-companies having been given to a battalion in line, what takes place on "QUICK—MARCH" ?

**A.** The battalion steps off, the right centre company closing on

the left as it advances, and the senior captain of the two centre companies giving "*Leading double-company, By the left*"; each half-battalion moves in the same way as a battalion advancing in column from line, the corresponding companies meeting and following the two centre companies in column; the leading guides and markers of the companies in fours move round the leading fours to their places in column, just before the companies meet; the directing guide of each double-company moves up as his company turns into column. The senior captain of each double-company will give "*Double-company, By the left,*" after giving "*Front—turn*" to his own company. [F. Ex. III., 23.]

Q. Where do the majors, adjutant, band, and colour party place themselves in column of double-companies?

A. The junior major in rear of left flank of the second double-company from front, to superintend the direction. The senior major, adjutant, and band in rear of column. The colour party in rear of centre of leading double-company. [id.]

Q. By which captain should all words of command to a double-company be given?

A. By the senior captain, except when otherwise directed. [id.]

Q. State how a battalion in line advances in column of **half-battalions**.

A. It may advance from the right (or left) of half-battalions, in the same manner as it advances in column from a flank of the battalion, on the words, "Nos. — AND —, To THE FRONT, REMAINDER, FOURS—RIGHT (or LEFT)." The Queen's colour with the serjeant covering it and the front rank centre serjeant will go with the right half-battalion, the remainder of the colour party with the left; the colour party of each half-battalion will be placed in rear of the 4th, 5th, and 6th files from the inner flank (i.e., the flank nearest the centre of the battalion) of its rear company. [id.]

Q. When a battalion advances in columns of half-battalions, how is the movement directed?

A. The half-battalions march by their right or left, and the right or left half-battalion will direct according as the advance was from the right or left of half-battalions. The major of the directing half-battalion will superintend the movement; the major of the outer half-battalion will look to its direction and interval, the adjutant moving at deploying interval from its outer flank. [id.]

*A Battalion in Line Retiring from one Flank in Rear of the other; or from both Flanks in Rear of the Centre, or any named Company.*

Q. When a battalion in line is to retire from **one flank in rear of the other**, what caution is given?

A. "RETIRE IN COLUMN FROM THE RIGHT (OR LEFT) IN REAR OF THE LEFT (OR RIGHT)." [F. Ex., III., 24.]

Q. When a battalion in line has received the caution to retire from one flank in rear of the other, how is the movement executed?

A. If from right in rear of left, the right company receives "*No. 1, Fours—left,*" the leading four disengaging to the rear; then "*Quick—march,*" when it will move parallel to and 4 paces in rear of the line, led by the guide of the leading flank. On arriving in rear of the left flank company, the captain will give "*No. 1, Rear—turn, By the right.*" The remaining companies in succession, except the left, will move in like manner, each captain ordering his company to half-turn towards the rear when its leading four is in rear of the centre of the preceding company. The left company will be turned about and marched off by its captain at its proper distance in column. [id.]

Q. How does the colour party move when a battalion in line retires from the right in rear of the left?

A. It moves independently, in the same manner as the companies, following the right centre company; after it has turned to the rear it will mark time, in order to gain its position in the rear of the 4th, 5th, and 6th files from the directing flank of the left centre company. [id.]

Q. State how a battalion in line retires from both flanks in rear of the centre.

A. On "RETIRE IN COLUMN OF DOUBLE-COMPANIES IN REAR OF THE CENTRE," the two flank companies are ordered by the captains to form fours inwards (disengaging to the rear), and to move along the rear of the line till they arrive in rear of the centre of the two centre companies, when they receive "*No. —, Rear turn, By the right*"; the leading guides and markers taking post in column just before the companies meet. The remaining (except the two centre) companies in succession move into column as in retiring from a flank; the directing guide of each double-company will take post as in column of double-companies. The senior captain of the centre companies will give "*Two centre companies, Right about—turn, By the right, Quick—march,*" in time to prevent loss of distance. The right guides and markers of the two centre companies step up into the supernumerary rank, after turning about. The two centre companies close on each other as they step off. [id.]

Q. How do the colour party, majors, and adjutant move in retiring from both flanks in rear of the centre?

A. The colour party turns about with the two centre companies, and then takes 3 paces forward; it steps off with those companies. The junior major superintends direction as in column; senior major and adjutant follow in rear of the double-column. [id.]

**Q.** How may a battalion in line retire from both flanks in rear of a central company ?

**A.** On "RETIRE IN COLUMN FROM BOTH FLANKS IN REAR OF No. —, COMMENCING FROM THE RIGHT (OR LEFT)" ; the movement will be performed as in retiring from one flank in rear of the other, commencing from the named flank. All the companies from that flank move into column first. [*F. Ex. III., 24.*]

**Q.** How may a battalion in line prolong the line to either flank ?

**A.** On "PROLONG THE LINE TO THE LEFT FROM THE RIGHT," the right company will receive "No. —, Fours—left, and march along the rear. As soon as it has cleared the outer flank of the line, "No.—, Front—turn, Halt—dress up," will be given. Each of the other companies follow in succession, and when halted in line are dressed by the guide nearest the point of appui. [*id.*]

*A Battalion in Line forming Column, Quarter Column, Column of Double-companies, or Columns of Half-battalions.*

**Q.** How should all formations of column from line be made ?

**A.** In rear of the named company (or companies).

[*F. Ex., III., 25.*]

**Q.** Give the command for forming column on a flank company.

**A.** "COLUMN ON No. —, REMAINDER, FOURS—RIGHT (OR LEFT), QUICK (OR DOUBLE)—MARCH." [*id.*]

**Q.** In forming column on a flank company, what happens on the caution ?

**A.** The right guide of the named company and his marker fall to the rear ; and unless it is the left company, the left guide moves up, the right guide and marker of the company next on the right falling to the rear. The major of the half-battalion to which the named company belongs moves to the head of the column to superintend the covering. [*id.*]

**Q.** In forming column on a flank company, what happens on the command to the remainder to form fours ?

**A.** The companies form fours to the named flank and disengage to the rear ; the colour party turns in the same direction. The marker of the leading flank of the company that will form next in rear of the named company marks where its left flank will rest in column. [*id.*]

**Q.** In forming column on a flank company, what takes place when the companies in fours receive the word "MARCH" ?

**A.** The companies move by the shortest lines to their places in column, changing direction in a line parallel to the leading company as they reach the flank of the column. The marker of the

leading flank of each company runs out when within 20 paces, to take up covering and distance. On "*No. —, Halt—front, Dress,*" each company halts in column, and dresses by the left, the guide of which flank, if in rear, moves up, the marker who took up the covering taking post. On "*Steady,*" the major will move to his place. [*F. Ex.*, III., 25.]

Q. How is **column on a central company** formed from line?

A. "**COLUMN ON No. —, FOURS—INWARDS. QUICK (or DOUBLE) —MARCH.**" The companies move into column, in rear of the named company, in the same manner as they form on a flank company, passing each other left arm to left arm. The senior major superintends the covering from the directing flank of the base company. [*id.*]

Q. In forming column from line, how do the major (not superintending covering), the adjutant, band, and colour party move to their places in column?

A. During the formation; the colour party independently in files. [*id.*]

Q. May a battalion in line form **quarter column** on a flank or central company in the same manner as it forms column?

A. Yes. [*id.*]

Q. How does a battalion in line form column of **double-companies**?

A. On the two centre companies in the same manner as single columns. Unless otherwise ordered, it will be formed at the wheeling distance of the companies of which each single column is composed. On "**COLUMN OF DOUBLE-COMPANIES (or HALF or QUARTER COLUMN OF DOUBLE-COMPANIES) ON THE TWO CENTRE COMPANIES,**" the colour party steps back 3 paces, the right guides and markers of the two centre companies will fall to the rear at the same time, and the left guide of the left centre company move up, the right guide and marker of the company next on the left falling to the rear. On "**MARCH,**" the two centre companies close inwards 4 paces each. The guides and markers take post as in advancing in a column of double-companies. [*id.*]

Q. Describe how column of double-companies may be formed on the two companies on either flank of the line.

A. On "**COLUMN OF DOUBLE-COMPANIES (or HALF, or QUARTER COLUMN OF DOUBLE-COMPANIES) ON NOS. 1 AND 2 (or ON NOS. 7 AND 8),**" the right guides and markers of the named and the left companies will fall to the rear, and the left guide of the base double-company, if not already on his flank, will move up; each double-company will be led into column by the leading guide of its leading company, and its directing flank marked by its marker; "*Halt—front, Dress,*" will be given by the captain nearer the directing flank.

The colours take post independently in rear of the centre of the second double-company. [*F. Ex.*, III., 25.]

*Q.* How does a quarter column moving to a flank in fours form quarter column of double-companies?

*A.* The C. officer orders the left companies to mark time, and the right companies to close to quarter column on the leading company; the left companies receive "*Forward*" from the captains so as to join the right; the officers and colours take their proper places in column of double-companies. [*id.*]

*Q.* Describe how a column of double-companies forms column.

*A.* If on the march, the C. officer gives "**LEFT COMPANIES, MARK TIME, HALF RIGHT—TURN,**" the captains of those companies giving "*Front turn, By the left,*" when in column; the left companies as they move forward in the diagonal march step out, resuming the ordinary step as they turn to the front. The column is then closed on the march to quarter distance. If at the halt, the left companies may be doubled in rear of the right by the diagonal march. [*id.*]

*Q.* Describe the formation from line of columns of **half-battalions**.

*A.* The columns are formed on Nos. 1 and 4, or Nos. 3 and 6, in a six-company battalion; on Nos. 1 and 5, or Nos. 4 and 8, in an eight-company battalion, in the same manner as single columns. [*id.*]

*Q.* How are double-company columns of half-battalions formed from line?

*A.* They are formed on Nos. 1 and 2 and Nos. 5 and 6, or on Nos. 3 and 4 and Nos. 7 and 8; the line will first be told off by the C. officer into four double-companies thus: "**Nos. 1 AND 2 COMPANIES—1ST DOUBLE-COMPANY, Nos. 3 AND 4—2ND DOUBLE-COMPANY,**" and so on. [*id.*]

*Q.* In forming columns (or double-company columns) of half-battalions, how are the directing flanks regulated and the colour party posted?

*A.* As in advancing in columns of half-battalions. [*id.*]

## FORMATIONS OF LINE FROM COLUMN.

### *Wheeling, or Forming, from Column into Line.*

*Q.* What happens on the caution to a column, "**LEFT (or RIGHT)—WHEEL, or FORM INTO—LINE**"?

*A.* Each company will proceed as in wheeling (or forming) into line in company drill, except that the leading company only will have both its markers out; each of the remainder will give a point



opposite to where its inner flank will rest in line. The major of the rear half-battalion will cover the markers from the rear of the column, and give "*Steady.*" [*F. Ex.*, III., 26.]

*Q.* When a column has received the caution to wheel or form into line, what takes place on "*QUICK—MARCH*"?

*A.* The companies wheel, or form as directed. The colours wheel into line, between the two centre companies. Each captain, in the case of a wheel, gives "*No. —, Halt, Dress,*" when the wheeling flank of his company is 2 paces from the marker of the company next in line. The leading company will wheel up to its own marker. The guide that wheels up to the centre will dress the colour party with his own men. The left guide of the left company will move up on its left. Each company having received "*Eyes—front,*" the major will give "*Steady,*" and take post, the markers falling in. [*id.*]

*Q.* Do the companies of a battalion marching in column wheel, or form into line, in the same manner as in company drill?

*A.* Yes. [*id.*]

*Q.* How may a **quarter column** on the march wheel into line?

*A.* By successive companies from the rear. On the caution, "*LINE TO THE LEFT (OR RIGHT) ON THE REAR COMPANY,*" the captain of that company will at once wheel it to the named flank, and halt it when square. Each of the other captains will wheel his company into line in like manner as it gains its distance. The markers of the rear company will give the base points, the outer markers of the remainder marking their outer flanks. [*id.*]

### *A Battalion in Column Forming Line, by Companies in succession, to either Flank.*

*Q.* When a column halted is to form line to a flank at **right angles**, what caution is given, and what takes place thereon?

*A.* "*LINE TO THE RIGHT (OR LEFT) ON THE LEADING COMPANY,*" on which the guides of the named flank, if not there already, move up, the other guides falling to the rear; and the adjutant marks the distant flank of the line. [*F. Ex.*, III., 27.]

*Q.* In forming line to either flank at right angles, what happens on "*QUICK—MARCH*"?

*A.* The captain of the leading company gives "*No. —, Right (or left)—wheel, Double,*" on which the base points move out, the major moving up to cover them; when the company is parallel to the alignment, it receives "*Forward,*" and after advancing 5 paces, "*Halt—dress up,*" from the captain, and it is dressed on the base points by the guide; the second company advances along the rear of the first, and on reaching its outer flank receives "*No.—, Right*"



(or *left*)—*wheel, Double, Forward, Halt—dress up*” from its captain, and is dressed by the guide from the second file beyond the outer marker of the last formed company; each company in succession forms in like manner on the outer flank of the last formed company; “*Steady*” is given, as usual. [*F. Ex.*, III., 27.]

Q. How does a battalion in column halted form line at less than a right angle to either flank?

A. On “*LINE, QUARTER (HALF, OR THREE QUARTERS) RIGHT (OR LEFT) ON THE LEADING COMPANY, QUICK—MARCH,*” the captain of the second company changes its direction, and marches it on a line parallel to the new alignment, the following captains in succession changing direction at the same spot; the guides of the named flank will not move up until their companies change direction. [*id.*]

Q. May a column *marching* form line to either flank on its leading company?

A. Yes; the captain of the leading company wheels the named company on the caution, and, if necessary, the captain of the second company changes direction at the same time. [*id.*]

### *A Battalion in Column of Double-companies Forming Line to the Right or Left.*

Q. What takes place on the caution to a column of double companies halted, “*BY THE RIGHT, LINE TO THE RIGHT, RIGHT HALF-BATTALION, RIGHT WHEEL INTO—LINE*”?

A. Covering and distances having been adjusted by the right, the markers of the right half-battalion companies give points as in wheeling into line from column, the right marker of the right company marking the right of the line; and the major of that half-battalion covers them. The adjutant marks the distant flank of the line. [*F. Ex.*, III., 28.]

Q. The caution having been given to a column of double-companies halted to form line to the right, how is the movement executed?

A. On “*QUICK—MARCH,*” the companies of the right half-battalion wheel into line to the right, and are halted by their captains, and dressed by the right guides. The right guides of the left half-battalion companies move up, the left guides falling to the rear; and those companies successively form line to the right in prolongation of the line formation of the right half-battalion; the right guides dressing them on the outer markers; “*Steady*” will be given, as usual. [*id.*]

Q. May a column of double-companies form line to the left on the same principle as to the right?

A. Yes.

[*F. Ex.*, III., 28.

Q. How does a column of double-companies form line to a flank on the march?

A. In the same manner as from the halt, the inner guides of the outer half-battalion moving up when the other half-battalion commences its wheel.

## DEPLOYMENTS.

### *A Battalion in Column, or Quarter Column, Deploying into Line.*

Q. How should all deployments be made?

A. On the leading company and by the flank march of fours, unless the ground should render it necessary to move in files.

[*F. Ex.*, III., 29.

Q. In deploying a battalion in column or quarter column to either flank, what takes place on the caution?

A. The base points move out, the major of the leading half-battalion moving up to cover them; if the deployment is to the left, the left guide of the leading company, if directing, falls to the rear; if to the right, he stands fast; the right guide, in either case, moving up; and the adjutant marks the distant flank. [*id.*

Q. In deploying, what takes place on "FOURS—LEFT (OR RIGHT), QUICK (OR DOUBLE)—MARCH"?

A. Companies in fours step off. The guide nearer the point of appui dresses the leading company on its receiving from the captain "*No —, Right (or left)—dress,*" and having given "*Eyes—front,*" takes post. Each of the other companies is led by the guide on the leading flank, by the shortest line, to the spot where the outer flank of the company preceding it into line will rest. The captain then changes its direction parallel to the alignment, and when opposite its place gives "*No. —, Halt—front, Dress up.*" The guide nearer the point of appui dresses the company, gives "*Eyes—front,*" and falls in. The other guide takes post as the company halts. "*Steady*" is given, as usual. [*id.*

Q. How do the colour party and band, &c., move in deployments, and by whom is the former dressed on arrival in line?

A. The colours deploy independently, and are dressed in line by the guide of the company that follows them into line; the band, &c., move to their places during the deployment. [*id.*

Q. Should the guides dress the men of their own companies only in deployments?

A. Each guide must dress the men whether they belong to his own company or not, between the marker of the next company

(towards the point of appui) and the outer marker of his own company. [*F. Ex.*, III., 29.]

*Q.* Describe a deployment to **both flanks**.

*A.* The caution and command will be, "DEPLOY OUTWARDS, ONE COMPANY (or TWO, or more COMPANIES) TO THE RIGHT. FOURS—OUTWARDS. QUICK—MARCH." The base markers turn to the directing flank of the column. The senior major covers the markers from the point of appui—that is, whichever flank of the base company was directing in column; the serjeant-major moving to the reverse flank of that company to assist him; the junior major and adjutant mark the flanks of the line. [*id.*]

*Q.* In a deployment to both flanks, what company or companies should, as a rule, move to the right?

*A.* The company or companies next in succession from the front. [*id.*]

*Q.* How do the colours move in a deployment to both flanks?

*A.* When any of the companies of the rear half-battalion move to the right, the colour party will move to the right until it arrives in rear of the new centre; it will then move up at the double to its place in line, the captain of the new right centre company leaving space for it; in all other cases it will deploy as a company. [*id.*]

*Q.* How may a battalion, while advancing in column towards an intended alignment, deploy **on the march**?

*A.* The leading company will be halted by its captain on the battalion command to form fours, which should be given when the leading company is 3 paces from the alignment. [*id.*]

*Q.* If a quarter column moving to a flank in fours is ordered to deploy, when and by whom should the leading company be halted and fronted?

*A.* On the battalion caution by the captain. [*id.*]

### *A Battalion in Column of Double-companies, or Columns of Half-battalions, Deploying.*

*Q.* State how a column of **double-companies**, formed on the two centre companies, deploys by companies.

*A.* It deploys on the two centre companies in the same manner as a column, on the caution "*Deploy outwards*"; the centre serjeant of the colour party and the outer markers of the two centre companies mark the base; the two centre companies close outwards 4 paces each, on the word "MARCH," to make room for the right guide and marker of the left centre company and the colours.

[*F. Ex.*, III]

**Q.** How does a column of double-companies deploy to one flank, or outwards, by double-companies?

**A.** The deployment will be on the leading double-company; each double-company will be ordered to wheel in fours parallel to the alignment by the captain farther from the point of appui, and receive "*Double-company, Halt, Front—dress up,*" from the captain nearer the point of appui. The base points given by the leading double-company will be both the markers of the company in which is the point of appui and the outer marker of the other company. The outer marker of each double-company will run out to take up its distance, the outer marker of its inner company moving out to give his point when the double-company is halted. Room will be made for the right guides by the outer company of each double-company closing outwards 2 paces when in position. The colours deploy independently.

[*F. Ex.*, III., 30.]

**Q.** How do columns of **half-battalions** deploy?

**A.** Each as a column deploying to a flank, the companies resuming their former order in line. [*id.*]

## MOVEMENTS AND CHANGES OF FRONT IN ECHELON.

### *General Rules.*

**Q.** To what purposes is **echelon** applicable?

**A.** Advancing or refusing a flank.

[*F. Ex.*, III., *Echelon Movements.*]

**Q.** What are the advantages of **short echelon**?

**A.** Those of an advance in line, with greater freedom of movement. [*id.*]

**Q.** In what cases is **oblique echelon** used?

**A.** When a battalion is required to move diagonally to the front and to a flank, or when a line is required to change its front or position. [*id.*]

**Q.** In a **change of front** by oblique echelon, to what angle may the company of formation and the other companies be wheeled?

**A.** The company of formation may be wheeled to any angle not greater than a right angle; the remainder being wheeled up half the angle that the company of formation is wheeled. [*id.*]

**Q.** What is the **distance** between the directing flank of one company and the directing flank of the next in oblique echelon?

**A.** A distance equal to the breadth of the company that would copy the space if wheeled up into line. [*id.*]

**Q.** By whom and how are the distance and dressing maintained in oblique echelon?

**A.** The directing guides keep the proper distance from each other, preserving their dressing in a line parallel to the original alignment. They look for their distances and dressing to the flank towards which the battalion is inclining.

[*F. Ex., III., Echelon Movements.*

**Q.** What are the relative positions of companies in oblique echelon, and on what lines do they move?

**A.** They are parallel to each other, and each moves on a line perpendicular to its front. [*id.*

**Q.** When a battalion is to move in oblique echelon to the rear, or when in change of front a flank is to be thrown back, do the companies wheel into echelon before turning about?

**A.** No; they are first turned about, then wheeled. [*id.*

**Q.** In changes of front by echelon, what company should be named and wheeled up in the direction required?

**A.** That on which the change of front is made. [*id.*

*A Battalion in Line Moving in Oblique Echelon, and Wheeling up into Line parallel to the original Alignment.*

**Q.** What are the caution and commands for a battalion halted in line to wheel into oblique echelon?

**A.** "MOVE TO THE RIGHT (OR LEFT) IN ECHELON. COMPANIES, RIGHT (OR LEFT)—WHEEL. QUICK—MARCH." [*F. Ex., III., 31.*

**Q.** When a battalion in line has received the command to wheel into oblique echelon, how is the movement executed?

**A.** The companies wheel as directed, and on "FORWARD, BY THE LEFT (OR RIGHT)," move on in the new direction, the guides of the leading flanks, if not already there, moving up, the other guides falling to the rear. The guide of the leading company selects points to march on; the major of the leading half-battalion places himself in rear of the directing flank of the leading company, and superintends the direction; the other major and adjutant look to the covering of the line of guides. [*id.*

**Q.** When the companies are not equalized should a weak company in oblique echelon maintain the relative position it occupied when wheeled from line?

**A.** No; its directing guide should move up into the general line of guides. [*id.*

**Q.** If a battalion is required to wheel into echelon to the rear, what should be done first?

**A.** It should be turned about. [*id.*

**Q.** How does the colour party move in oblique echelon?

**A.** It wheels up and forms a section by itself, moving up into the line of directing guides. [*F. Ex.*, III., 31.]

**Q.** May a battalion ~~marching in line~~ wheel into echelon to a flank without halting?

**A.** Yes.

**Q.** How does a battalion moving to a flank in echelon re-form line?

**A.** On "LEFT (or RIGHT) WHEEL, INTO—LINE," the companies will wheel up, and will receive, when in line, "FORWARD." The colour party will wheel up into line with the companies. [*id.*]

**Q.** When the nature of the ground prevents companies moving with so large a front as an oblique echelon requires, how may the oblique movement be performed by fours (suppose to the left)?

**A.** The C. officer gives, "BY FOURS, MOVE TO THE LEFT IN ECHELON, FOURS—LEFT, RIGHT—WHEEL, FORWARD," the leading guides move in their usual places in fours. The junior major places himself on the flank of the directing guide of the leading company, and is responsible for the direction. [*id.*]

**Q.** When a battalion moves in an oblique direction to a flank by companies in fours, how may line be formed parallel to the original front, or at an angle on the leading company?

**A.** By the leading fours of companies wheeling to the original front, the remainder front forming; or a line may be formed at any angle on the caution, "LINE, QUARTER (or HALF) RIGHT (or LEFT, if moving by that flank), ON THE LEADING COMPANY," by that company wheeling its leading four into the required direction, and then front forming, and becoming the base company for the remainder to form on. [*id.*]

### *A Battalion in Line changing Front on any named Company.*

**Q.** Give the caution for a battalion in line to change front on a flank company forward, and state what takes place thereon.

**A.** "CHANGEFRONT, QUARTER (HALF, or THREE QUARTERS), RIGHT (or LEFT), ON THE RIGHT (or LEFT)—COMPANY." The adjutant marks the distant flank of the battalion, and the base markers move out, the major of the inner half-battalion moving up to cover them; on "*Steady*," the captain of the named company wheels it to the required angle, and it is dressed by the guide.

[*F. Ex.*, III., 32.]

**Q.** When a battalion in line has received the caution to change front on a flank company forward, and the named company has wheeled, how is the movement completed?

A. On "REMAINDER, RIGHT (or LEFT)—WHEEL, QUICK—MARCH," all except the company of formation step off and wheel into echelon. On "FORWARD," they move across to the new alignment, the guides on the inner flanks moving up if not already there, the other guides falling to the rear. Each company in succession, as it reaches the rear rank of the previously formed company, receives "*No. —, Right (or left)—wheel, Halt—dress up,*" from its captain; the guide then dresses it, gives "*Eyes—front,*" and takes post. "*Steady*" is given, as usual. [F. Ex., III., 32.]

Q. How does the colour party move when a line changes front on a flank company forward?

A. It moves up independently into line, and is dressed by the guide of the centre company that wheels upon it into line. [id.]

Q. Give the caution for a battalion in line to change front on a flank company, remainder thrown back. What takes place thereon?

A. "CHANGE FRONT, QUARTER (HALF, or THREE QUARTERS), LEFT (or RIGHT), ON THE RIGHT (or LEFT)—COMPANY." The adjutant will mark the distant flank, the base markers move out, the major of the inner half-battalion moving up to cover them; on "*Steady,*" the captain of the named company wheels it the required angle, and the guide dresses it. [id.]

Q. The caution having been given to a battalion in line to change front on a flank company, remainder thrown back, and the named company having been wheeled the required angle, how is the movement completed?

A. "REMAINDER, RIGHT ABOUT—TURN. LEFT (or RIGHT)—WHEEL. QUICK—MARCH. FORWARD." As each company arrives at the outer flank of the last formed company, it will receive "*No. —, Left (or right)—wheel,*" and when on the alignment, "*Forward*"; when its front rank is in line with the rear rank of the last formed company, it will be ordered to halt, front, and dress up; the guide will dress it, give "*Eyes—front,*" and take post. The inner company of those that turned about will be cautioned by its captain, when "FORWARD" is given, to continue the wheel. Each outer marker, in taking up covering, must leave room for his company to pass clear of him, and when it has passed to the rear, take a pace forward, in order to clear the inner flank of the next company. "*Steady,*" as usual. [id.]

Q. How does the colour party move when a battalion in line changes front on a flank company, remainder thrown back?

A. As an independent section in the echelon, and it is dressed by the guide of the centre company that wheels upon it into line. [id.]

*Q.* State how a battalion in line changes front on a central company, **part forward, part back.**

*A.* "CHANGE FRONT, QUARTER (HALF, OR THREE QUARTERS), RIGHT (OR LEFT), ON No. —." All will move as in changing front on a flank company forward, except that the junior major and adjutant will mark the right and left of the line,—the senior major covering the base points. When the change of front is on the right or left centre company, the colour party will wheel up and be dressed with the named company. On "COMPANIES ON THE RIGHT (OR LEFT), RIGHT ABOUT—TURN, INWARDS—WHEEL, QUICK—MARCH, FORWARD," the movement will proceed as in a change of front on a flank company. [*F. Ex.*, III., 32.]

*Q.* How may a battalion **on the march** change front on any named company without halting?

*A.* In the same manner as from the halt, the company of formation receiving "*Double*" from its captain on the word "**WHEEL.**" When any companies are turned about, the remainder mark time 3 paces while those companies are turning. [*id.*]

*Q.* Should the ground prevent the employment of echelon in line changes of front, how may the change of front on any named company be made by the **flank march of fours**?

*A.* On "BY FOURS, CHANGE FRONT, &c.," the named company is wheeled as usual; the remainder receive "FOURS, RIGHT (LEFT, OR INWARDS)"; and on "QUICK—MARCH," each company moves direct on the marker of the company formed before it, and on reaching him receives "*At the halt, Front, Form—company.*" When a flank is thrown back, each of the remaining companies, on reaching the outer flank of the company formed before it, receives, "*Right (or left) about, Form—company (or rear form—company), Halt—front, Dress,*" according to the angle of formation. [*id.*]

*Q.* When a battalion in line is to change front at a very small angle, and it is not convenient to apply echelon or fours, how may the object be **effected otherwise**?

*A.* By moving out the markers to take up the new alignment. The major on the named flank will place the markers of the company on that flank in position, and cover the remainder from them. The companies then move on the markers, as in dressing a battalion in line; the captains of the outer companies may, if necessary, wheel them up. [*id.*]

### *A Battalion in Line Advancing or Retiring in Echelon, or Advancing in Short Echelon.*

*Q.* In advancing or retiring in echelon **from either flank**, what is the rule as to the distance of companies from each other?



A. If it is intended to re-form line parallel to the original alignment, any distance may be named ; but if it is intended to change front to either flank at right angles, the companies must be at wheeling distance. When no distance is named, the companies march off at wheeling distance. [*F. Ex.*, III., 33.]

Q. Describe the movement of advancing or retiring in echelon.

A. On "ADVANCE (OR RETIRE) IN ECHELON (AT — PACES DISTANCE) FROM THE RIGHT (OR LEFT)," the captain on the named flank gives "*No. —, By the right (or left), Quick—march*"; or "*No. —, Right about—turn, By the left (or right), Quick—march*"; and when that company has gained distance, the next proceeds in like manner, and so on in succession. Both guides of each company are on the flank ; the markers cover the flank files. [*id.*]

Q. In advancing or retiring in echelon, which flank directs ?

A. In advancing from the right, the right directs, and *vice versa*. In retiring from the right, the present left directs, and *vice versa*. [*id.*]

Q. Describe the advance of a line in short echelon from the centre.

A. On "ADVANCE IN SHORT ECHELON FROM THE CENTRE," the two centre companies advance, marching by the centre serjeant as in line, by command of the senior captain, the left guide of the left centre company moving up ; the remainder move in succession at 6 paces distance, having a guide on each flank ; their directing flanks being those nearer the centre companies. [*id.*]

### *Forming Line from Echelon or Short Echelon.*

Q. State how an echelon halted forms line on the leading company.

A. "LINE ON THE LEADING COMPANY"; the base points move out and cover as usual ; on "REMAINDER, QUICK—MARCH," the remaining companies move up in succession into line and are dressed by the guides. "*Steady*," as usual. [*F. Ex.*, III., 34.]

Q. How does an echelon halted form line on the rear company ?

A. "LINE ON THE REAR COMPANY. REMAINDER, RIGHT ABOUT—TURN" ; the base points move out and cover as usual. On "QUICK—MARCH," the companies turned to the rear step off and form in succession on the rear company, each receiving "*No. —, Halt—front, Dress up*," when its proper front rank is in line with the rear rank of the last halted company—then "*Eyes—front*." "*Steady*," as usual. [*id.*]

**Q.** How may an echelon halted form line on a central company?

**A.** "LINE ON No. —. COMPANIES IN FRONT, RIGHT ABOUT—TURN. QUICK—MARCH"; on the caution the base points move out and cover. Line is formed as on a flank company.

[*F. Ex.*, III., 34.

**Q.** When an echelon halted forms line on a named company, by whom is the distant flank (or flanks) marked, and when do the left guides take post?

**A.** The distant flank (or flanks) will be marked by the adjutant, or the junior major and adjutant; the left guides take post as line is formed. [*id.*

**Q.** May an echelon marching form line without halting in the same manner as from the halt?

**A.** Yes; if to the front, the leading company is halted and dressed on the caution; if on the rear or a central company, the named company will be halted and dressed on "REMAINDER (or COMPANIES IN FRONT), RIGHT ABOUT—TURN." Line may also be formed without halting, on the words, "ON THE MARCH, LINE ON THE LEADING COMPANY, REMAINDER, DOUBLE," &c. [*id.*

**Q.** How does an echelon form line at right angles to the original alignment?

**A.** "COMPANIES, RIGHT (or LEFT)—WHEEL." The companies wheel a quarter circle to the named flank. "FORWARD. LINE ON No. —. COMPANIES IN FRONT, RIGHT ABOUT—TURN." Line is then formed in the usual manner, the guides nearest the named company directing. The named company is halted when the remainder receive "RIGHT ABOUT—TURN." [*id.*

**Q.** How is line formed from short echelon?

**A.** On the two leading companies, either from the halt or on the march, in the same manner as line is formed from echelon. The centre serjeant will mark the point of appui. [*id.*

### *A Battalion in Echelon forming Line in an Oblique Direction.*

**Q.** When a battalion having advanced in echelon from the right is required to form line, at an angle less than a right angle to the original alignment, to the left, and *vice versa*, how is the movement performed?

**A.** On "LINE, QUARTER (HALF, or THREE QUARTERS) LEFT (or RIGHT) ON No. —," the companies are wheeled to the required angle. On "FORWARD," the named company advances 3 paces, and is halted and dressed; and the remainder are closed on it by fours. y command of their captains.

[*F. Ex.*, III., 35.

## FORMATIONS TO RESIST CAVALRY.

### *General Rules.*

**Q.** In **deciding how** to resist an attack of cavalry, whether in line or in square, by what should a C. officer be influenced?

**A.** By the nature of the ground on which the troops are formed, and of that over which the cavalry have to advance.

[*F. Ex., Formations to Resist Cavalry.*

**Q.** When may infantry, as a rule, remain **in line** to receive an attack of cavalry?

**A.** When it is formed on a plain where there are no inequalities either in front or on the flanks which would either protect cavalry or enable it to form unperceived anywhere near. [*id.*

**Q.** How may a battalion about to receive an attack of cavalry in line obtain a flank defence, or save the line from being outflanked?

**A.** The flank companies may be wheeled forward to give flank defence, or wheeled back to save the line from being outflanked; one flank may be wheeled forward, the other back. [*id.*

**Q.** In what cases should the troops always be prepared to form **in square** to receive cavalry at any moment?

**A.** When there is any possibility of the cavalry approaching unperceived. [*id.*

### *A Battalion Preparing for Cavalry in Line.*

**Q.** Describe how a battalion **prepares** to receive cavalry in line.

**A.** On "FROM THE RIGHT (LEFT, OR BOTH FLANKS) PREPARE FOR CAVALRY," the line will at once fix bayonets (or swords), section commanders taking post as for firing; and, except the two flank companies, prepare for cavalry. The flank companies will be wheeled by their captains, and ordered to halt (or halt and front), and prepare for cavalry. If the caution is to prepare for cavalry from the right, the right flank company will be wheeled back, the left will be wheeled up, and *vice versa*; if from both flanks, both flank companies will be wheeled back.

[*F. Ex., III., 36.*

**Q.** On what words do **flank companies** which have wheeled forward or back, to protect a line from cavalry, wheel into line?

**A.** "ORDER—ARMS." [*id.*

**Q.** On what command should the companies of a battalion form **company squares** as in company drill?

**A.** "FORM COMPANY SQUARES." [*id.*

### *A Battalion in Line Forming Square.*

**Q.** What caution is given to a battalion (suppose of 8 companies) in line to form square **on the two centre companies**, and what takes place thereon?

**A.** "ON THE TWO CENTRE COMPANIES, FORM—SQUARE"; the colours step back 3 paces, the right guides and markers of the two centre companies falling to the rear; the two flank companies will be ordered by their captains to form fours inwards; the remainder, except the two centre companies, will turn about,—their inner guides, if not already up, placing themselves on their flanks, the other guides falling to the rear. [*F. Ex.*, III., 37.]

**Q.** The caution having been given to a battalion (of say 8 companies) in line to form square, how is the movement executed?

**A.** On "INWARDS WHEEL, QUICK (or DOUBLE)—MARCH," the two centre companies will each close 4 paces inwards; the companies that turned about will wheel inwards, and on "FORWARD" will form on the inner company of their half-battalion—the inner companies being cautioned by their captains to continue the wheel—as the companies thrown back in a quarter circle echelon change of front back; except that the leading guides will move into square on the captain's word "*Forward*," and that the command when in position will be simply "*Halt—front*." The two flank companies will form the rear face of the square, receiving "*Halt, Rear—turn*" when in position; the captains and supernumeraries will run into square round their leading fours. Each company when in position will fix bayonets, after which the outer files of the front and rear faces will turn outwards? [*id.*]

**Q.** How is the **touch** preserved by the side and rear faces in a square formed from line on the two centre companies?

**A.** The side faces touch towards the front of the square, the rear face to its centre. [*id.*]

**Q.** How is **line re-formed** from square?

**A.** On "UNFIX BAYONETS (or SWORDS), RE-FORM LINE," the files that turned outwards will front; the rear face companies will form fours outwards by word of their captains, who, with the supernumeraries, will run round to the rear. On "QUICK (or DOUBLE)—MARCH" the two centre companies, and their guides and markers, and the colour party, will move as in a deployment on those companies. The side face companies, receiving "INWARDS—WHEEL, FORWARD," will move into line as in an echelon change of front forward; the flank companies as in a deployment. [*id.*]

**Q.** Does a battalion of six companies form square in the same manner as one of eight companies?

A. Yes; the side faces will be formed of one company each instead of two. [F. Ex., III., 37.]

Q. May a square formed from line on the two centre companies form column of double-companies as if the square had been formed from column of double-companies?

A. Yes. [id.]

### *A Battalion in Column Forming Square.*

Q. On what company is square formed from column?

A. On the leading company; but if the battalion is very strong, and if time permits, double-companies should be formed and moved into square. The double-companies are formed by the left companies forming, on the left of the right companies, by the diagonal march. [F. Ex., III., 38.]

Q. Describe the formation of square on the leading company, two deep, from column.

A. On "FORM SQUARE, QUICK (OR DOUBLE)—MARCH," the leading company stands fast (flank files turning outwards, and the guide on the directing flank falling to the rear); the other companies step off, and, except the rear company, receive "*No. —, Half-companies—outwards,*" as they arrive at half-company distance. Having wheeled the quarter circle, they halt without command, touching towards the leading company. The rear company closes up and forms the rear face, being halted and turned about by its captain, touching to its centre, and the flank files turning outwards. The officers and serjeants of the rear company run into square when the second company from the rear receives "*Half-companies—outwards.*" [id.]

Q. How does the colour party act during the formation of square, two deep, from column?

A. It wheels up with, and halts in rear of, the half-company it is following. [id.]

Q. Describe the formation of square on the leading company, four deep, from column.

A. On "FOUR DEEP, FORM—SQUARE, QUICK (OR DOUBLE)—MARCH," the leading company will stand fast (flank files turning outwards, and the captain and supernumeraries running to the rear of the second company); the second company closes upon the first, halting without command, and flank files turning outwards. The remaining, except the two rear companies, receive "*No. —, Sections—outwards,*" when at section distance; after wheeling the quarter circle, the flank sections halt without command, the two centre sections closing on them, all touching to the leading company. The two rear companies close up and form the rear face

being halted and turned about by their captains, flank files turning outwards. The captains and supernumeraries of the rear companies run into square, as the third company from the rear receives "*Sections—outwards.*" [*F. Ex.*, III., 38.]

*Q.* How does the colour party act during the formation of square, four deep, on the leading company from column?

*A.* It inclines towards the centre of the company it is following, and, on "*Sections—outwards,*" wheels to the left (or right), and halts in rear of the directing half-company. [*id.*]

*Q.* How does a column **on the march** form square?

*A.* If retiring, it is ordered to turn to the front. On the caution to form square, the leading company receives "*No. —, Halt,*" and the movement proceeds as from the halt. [*id.*]

*Q.* How does a **quarter column** form square four deep?

*A.* In the same manner as a column (distances being, if necessary, previously adjusted); except that the C. officer gives "**SECTIONS—OUTWARDS**" to all the centre companies, as the second company closes on the first; the colours, on the caution, move to the centre of the company they are following, or close to that place, if at the halt, that they may not interfere with the sections as they wheel. [*id.*]

*Q.* How does a column, half, or quarter column, **moving to a flank** in fours, form square?

*A.* The C. officer orders it to turn to the front, after which it forms square in the usual manner. [*id.*]

### *A Battalion in Column of Double-companies, or in Columns of Half-battalions, Forming Square.*

*Q.* How does a column of **double-companies** at company distance form square, two deep, on the leading double-company?

*A.* In the same manner as a column forms square on its leading company, the command being "**FORM SQUARE, COMPANIES—OUTWARDS, QUICK (or DOUBLE)—MARCH.**" The rear double-company closes on the flanks of the side faces, and is ordered to turn about. [*F. Ex.*, III., 39.]

*Q.* How do columns of **half-battalions** form square?

*A.* Each half-battalion column forms square on its leading company in the same manner as a column. [*id.*]

### *A Square Marching in any Direction.*

*Q.* How does a square move in any direction **from the halt**?

*A.* The caution, "**THE SQUARE WILL ADVANCE (RETIRE, or MOVE THE RIGHT, or LEFT),**" will be given; then, if the square is two

deep, "FOURS—INWARDS," but if four deep, "INWARDS—TURN"; the companies form fours or turn inwards, and the rear company turns about. On "QUICK—MARCH" the square steps off, care being taken, if the side faces are in files, that the men remain properly closed up. The square moves by the left of the leading face, if advancing or moving to the right; by the right, if retiring or moving to the left. [F. Ex., III., 40.]

Q. When a square **in motion** receives "SQUARE, HALT," what happens?

A. The square halts and turns outwards, every man standing steady unless ordered to close or dress. [id.]

### *A Battalion in Square Re-forming Column, or Column of Double-companies.*

Q. How is column re-formed **from a two-deep** square?

A. Bayonets (or swords) having, if necessary, been unfixed, "RE-FORM—COLUMN" is given, on which the side faces turn about; the flank men of the leading and rear companies turn respectively to the front and rear. On "QUICK—MARCH" the half-companies wheel into companies, receiving "*No. —, Halt—front, Dress*"; the rear company moves to half-company distance, and then receives the same command. [F. Ex., III., 41.]

Q. How is column re-formed **from a four-deep** square?

A. On "RE-FORM—COLUMN" the side faces turn about, and their rear sections move to wheeling distance; the flank men of the two leading companies turn to the front, and those of the two rear companies to the rear. On "QUICK—MARCH" the sections of the side faces wheel into companies, receiving "*No. —, Halt—front, Dress*"; the leading company advances, and the two rear companies retire, receiving respectively "*No. —, Halt—dress*," and "*Halt—front, Dress*," when at quarter distance. [id.]

Q. Describe how a square formed **from column of double-companies** re-forms column of double-companies.

A. It re-forms column of double-companies in the same manner as a two-deep square re-forms column. The side faces turn about on the caution, and on "MARCH" they wheel into double-companies receiving "*No. —, Halt—front, Dress*." The two rear companies move out to company distance, and are halted and fronted by the senior captain. [id.]

Q. When a square re-forms column, or column of double-companies, how should the directing **guides** act on "QUICK—MARCH"?

A. They must run out and take up their covering on the flanks of their companies. [id.]

**ATTACK FORMATION OF A BATTALION.***Details of Formation.*

**Q.** What **increased front** is allowed in attack formation, and how is it gained?

**A.** When companies are deployed 30 inches for each file; in rank entire 30 inches for each man. The increased front will be gained on the march on assuming the formation. [*G. O.*, 40, 1876.]

**Q.** What is the rule as to **interval** in attack formation between companies and half-battalions in line?

**A.** The interval between companies will be 3, and between half-battalions (inclusive of the company interval), 6 paces. [*id.*]

**Q.** Of **how many files** should every company consist in attack formations?

**A.** Not less than 20. [*id.*]

**Q.** In **how many companies** should battalions be formed for attack instruction?

**A.** In either 8 or 4 for brigade; in 8, 6, or 4, for regimental instruction. [*id.*]

**Q.** What is the rule as to the division into **half-battalions** in attack formations?

**A.** In the case of 6 or 8 companies, the battalion will be divided in half-battalions; in the case of 4, it will work as a half-battalion. [*id.*]

**Q.** By whom are half-battalions commanded in attack formations, when only one major is present?

**A.** The major will command one, the senior captain the other. [*id.*]

**Q.** What **two formations** for attack are to be used? To what battalions are they applicable respectively?

**A.** **A. Line formation**—chiefly applicable to the centre battalions of a brigade or division.

**B. Flank formation**—applicable to—

(a) the flank battalion of a flank brigade;

(b) a battalion acting alone; or,

(c) debouching on a narrow front from columns of route. [*id.*]

**Q.** In the case of the **line formation**, what happens on the caution being given to a battalion standing in quarter column, "FOR ATTACK, DEPLOY INTO LINE OF HALF-BATTALION COLUMNS TO THE LEFT (or RIGHT)?"

**A.** The major of the rear half-battalion will move it into its position in the alignment. Points will be given as usual; the full front for each file with the proper intervals being taken up. [*id.*]

**Q.** Should the *battalion caution* be repeated by the half-battalion commanders before giving the executive words?



A. Yes.

[G. O., 40, 1876.

Q. Where are the *colours* placed and how are they escorted in attack formations?

A. The Queen's colour with the right, the regimental colour with the left half-battalion; each with an escort of one serjeant on the right, and two steady men in rear. In column the colour party of each half-battalion will be in rear of the centre of the rear company; in line, it will be placed (and move) between the two companies of the "supporting line." [id.

Q. Where are the *buglers, drummers, pioneers, band, and regimental ammunition reserve* placed in the attack formation of a battalion?

A. A bugler with each company-commander; the drummers of each half-battalion in rear of the colour-party, in two ranks; pioneers, band, and ammunition reserve 20 paces in rear of the centre of the whole battalion. They will follow the battalion at such distance as circumstances require (at drill about 50 paces). [id.

Q. What happens on the caution "FORM FOR ATTACK" being given to a battalion deployed into line of half-battalion columns (say to the left)?

A. The caution is repeated by the majors, the right half-companies of the two leading companies of each half-battalion will advance, extending on the march into rank entire, at such intervals as to cover the front of the half-battalion (the leading half-company being on the right of each line). Having completed the extension they will lie down, unless ordered to advance. The left half-companies will support the extended half-companies, moving in two ranks with open files (*i.e.*, 2 paces interval); and, as a rule, in rear of the centre. [id.

Q. When a line formed for attack advances, *at what distance, and in what formation* should the rear half-companies follow the leading half-companies?

A. 150 to 200 yards, changing their formation by the order of their commanders, according to the nature of the ground, or the enemy's fire. [id.

Q. How are the two leading companies of each half-battalion, when formed for attack, to be designated and commanded?

A. They are designated the "*attacking line*," and will be under their captains, who will command the advance from the rear of the leading half-companies. [id.

Q. What are the rules as to the command, movement, &c., of the remaining companies (termed the "*supporting line*") of each half-battalion?

A. They will move under command of the majors, in such formation, and in such relative position to the rear half-companies of

the "attacking line" as may seem best; at a distance of 200 or 300 yards. [G. O., 40, 1876.]

Q. How is the "supporting line" composed in a *battalion formed of 6 companies*?

A. Of the third company of each half-battalion. [id.]

Q. Give some description of the **flank formation** for attack.

A. The battalion being halted in quarter-column on the caution "FORM FOR ATTACK," will proceed as in the "line formation" as regards the leading half-battalion. The rear half-battalion will, as a rule, be moved into echelon on the exposed flank; and on the advance being ordered, will move in such formation as may be ordered, and be treated as a "battalion reserve." [id.]

Q. What are the rules for the selection and employment of **scouts**?

A. They are to be selected from the marksmen of a company for their intelligence and activity. On the caution "FORM FOR ATTACK," they will (in either formation) move out from the leading half-companies, and remain about 100 or 150 yards in advance; about four or five men for the front of a half-battalion is sufficient, as a rule. An officer will accompany them. [id.]

Q. How may a **line deployed** form "for attack"?

A. By named companies of each half-battalion, forming in attacking and supporting lines, on the same principles as a line of half-battalion columns. [id.]

### *General Conduct of the Attack by a Battalion.*

Q. In what cases is it assumed that a battalion will form for attack?

A. When exposed to artillery fire. In open ground this would be the case at a distance of 3,000 to 4,000 yards from the enemy. [G. O., 40, 1876.]

Q. Previous to an advance in attack formation, what **instructions** must be given?

A. First, as to the direction of the advance, and, subsequently, as to the point to be attacked. A company of the "attacking line" will always be named to direct. [id.]

Q. To what extent only should **C. officers**, whilst superintending an advance to attack, interfere with the execution of the movement?

A. They should impress the captains with a sense of the responsibility of their position, accustom them to such freedom of action as is compatible with due instruction and the carrying out of directions previously given, and interfere as little as possible with them when manœuvring. [id.]

**Q.** What rule is laid down for **company-commanders** with reference to their men taking advantage of cover ?

**A.** That they should encourage the men to take advantage of such cover as may lie in their direct line of advance, but forbid them to diverge to a flank to obtain cover. [G. O., 40, 1876.]

**Q.** What is the special duty of the **section-leaders** in attack formations ?

**A.** To conform to the signals or orders of the company-commander, and to regulate the fire of their sections. [id.]

**Q.** Name some of the rules which have been laid down for guidance during **the advance** of a battalion in attack formation.

**A.** All unnecessary words of command and bugle sounds should be avoided ; the double may be used, but no hurry or confusion permitted ; companies must not be allowed to overlap ; no firing is to be permitted except at the halt, and then only as the section-leaders may order. [id.]

**Q.** Describe how "the advance" of a battalion in attack formation proceeds on approaching the enemy's positions.

**A.** At a distance of about 500 yards from his advanced troops, it may be expected that the scouts would pause and join "the attacking line" ; the captains may, if necessary, order up their rear half-companies, but they should get as near as possible to the point to be attacked before doing so ; the "supporting line" in the meantime should have advanced and be within 300 yards of the "attacking line," or nearer, if cover be available ; after the reinforcement by the rear half-companies, the advance will be continued by alternate companies, every advance (or rush, if necessary) being for about 50 yards. [id.]

**Q.** Describe how the **final attack** is delivered against the front of an enemy's position.

**A.** Having advanced to within 300 yards of the position, the "supporting line" will reinforce the whole or a portion of the "attacking line," forming in rank entire on the march, and occupying the same extent of front as the portion of the attacking line to be reinforced. At 100 or 150 yards from the enemy the battalion will advance in a general line, the signal for the final rush being given, on the C.-officer's orders, by the drums of the regiment and the bugles sounding the charge. [id.]

**Q.** When the "supporting line" reinforces the "attacking line," what should be attended to, if possible, to ensure unity of command ?

**A.** No portion of one half-battalion should reinforce the other half ; and, on the same principle, no company should reinforce more than one other company. At drill the supporting line should stand as a rear rank to the attacking companies. [id.]

**Q.** What **variations** in the plan of attack are to be practised at drill?

**A.** The battalion is to be practised in (a) prolonging the line to a flank ; (b) making a flank attack or receiving one ; (c) changing direction. [G. O., 40, 1876.]

**Q.** Describe how a **change of front** may be executed by a battalion in attack formation.

**A.** If less than the one-eighth of a circle, it may be made on the leading flank half-company of the "attacking line," the remainder of the battalion conforming. If the change is to be at a greater angle, the companies of the attacking and supporting lines which are nearest the point of appui will wheel to the new front and form the "attacking line," the remaining two companies of the same battalion becoming the "supporting line." The other half-battalion will move into reserve (the battalion will thus assume the "flank formation" instead of the "line formation"). [*id.*]

**Q.** How may the **retirement** of a battalion be carried out? Suppose it to have been reinforced by its "supporting line," and to be standing (in line formation, in two ranks, each man occupying 30 inches), with each half-battalion command intact, but with the front and rear ranks formed of different companies.

**A.** In two ways—viz., (a) by *alternate half-battalions*, in which case the named half-battalion will retire by command of its major 200 yards, then halt and front, when the other half-battalion will retire and form on it: or (b) by *alternate companies*—the two combined companies of the attacking and supporting lines retiring together under the orders of the senior captain. In both cases the companies will be disengaged from each other when out of fire. [*id.*]

**Q.** When a battalion, or a portion thereof, is ordered to **cover the front of a larger body**, not formed for attack, or to feel for the enemy when advancing through an enclosed or wooded country, how should it be formed?

**A.** On the general principles applicable to the attack formation in line, the extension between files or half-companies depending on the extent of front to be covered. [*id.*]

**Q.** Should a battalion, which is employed to cover the front of a larger body, form part of the attacking line in the event of a general engagement occurring?

**A.** No. [*id.*]

**Q.** Why should the companies in the "attacking line" **receive cavalry** by forming groups?

**A.** Because in forming larger bodies for resistance they would lose, at a most critical moment, their power of offence, and become an easier mark for artillery fire. If kept well in hand, groups have nothing to fear from cavalry. [*id.*]

**SPRING OR SETTING UP DRILL:**

**Q.** Describe how a battalion is formed in **squads with intervals** for setting up drill.

**A.** The companies are arranged at intervals in parallel lines. Captains divide their companies into squads, placing a subaltern or serjeant in front of each as instructor. On the C. officer's signal, the squads are opened out to right or left from the centre of companies, and halted successively by the instructors, with sufficient intervals between them. [*F. Ex.*, III.]

**Q.** How are the squads of the companies of a battalion at setting up drill formed into **single rank** from the right?

**A.** "*From the right, Form single rank, Quick—march.*" The front rank man of the right file will stand fast, and the rest of the squad will close to the left by the side-step; the rear rank man of the right file will come up on the left of his front rank man as soon as there is room for him; the front rank man of the next file then halts, and so on to the left of the squad, each rear rank man moving up on the left of his front rank man. [*id.*]

**Q.** How are the squads of the companies of a battalion at setting up drill formed into single rank from the left?

**A.** "*From the left, Form single rank, Quick—march.*" The rear rank man of the left file steps up on the left of his front rank man, who stands fast; the rear rank of the next file also stands fast; the rest of the squad close to the right; as soon as there is room for the rear rank man of the second file from left, he moves up on the left of his front rank man, who halts; the rear rank man of the third file then halts, and so on to the right; each rear rank man moving up on the left of his front rank man, all touching to the left. [*id.*]

**Q.** After the squads are formed in single rank, what is done?

**A.** The instructors tell them off from right to left, then order "*Odd numbers, 1 pace forward. Even numbers, 1 pace step back. Slow—march.*" [*id.*]

**Q.** How is the setting up drill of a battalion to be **superintended**?

**A.** The lieutenant-colonel, assisted by the majors, takes general superintendence; the captains superintend their companies. The C. officer informs the captains, whilst standing at ease, what exercise they are to practise next. [*id.*]

**Q.** What **signals** on the drum are to be used during the setting up drill of a battalion?

**A.** 3 taps signify "*Stand at ease*"; or, if marching, "*Halt, Dress, Stand at ease.*" If squads have arrived at the extent of their

ground when marching, they will be turned about before they are dressed. Twice 3 taps signify "*Stand at ease, and Stand easy*"; or, marching, "*Halt, Stand at ease, and Stand easy.*" The instructors will give the commands. [F. Ex., III.]

Q. When a drill is concluded, how are the **squads closed** and re-formed in two deep?

A. "*Odd numbers, 1 pace step back. Even numbers, 1 pace forward. Slow—march. Right—dress. Eyes—front.*" Then, "*On the right (or left) form two—deep*"; on which the original rear rank men take 1 pace to the rear. On "*Quick—march,*" the whole close on the named flank, the rear rank men covering. [id.]

## INSPECTIONS OR REVIEWS.

### *Inspection or Review of a Battalion.*

Q. In what formation should a battalion be **drawn up** for inspection by a general officer?

A. In line, at open order, a camp colour being placed at 80 or 100 paces in front of its centre. [F. Ex., VI., 1.]

Q. Describe how the **reviewing general** is received.

A. When he arrives within 50 or 60 paces in front of the centre, he will be received with a salute, the men presenting arms, colours flying, band playing, and drums beating. Officers recover swords with the 1st motion of the rifles, pause on the 2nd, and with the 3rd come down to the salute. The men will then be ordered to shoulder arms; the officers will recover swords with the 1st motion of the rifles, and carry swords with the 2nd. [id.]

Q. Whilst a general officer is riding down the ranks, how should the **colours** be held?

A. Steady, and gathered in under the right hand. [id.]

Q. After the inspecting general has ridden down the ranks, how is the **battalion formed**?

A. It will take close order, and break into column to the right. Points may then be placed for marching past. [id.]

### *Marching Past.*

Q. How does a battalion, after breaking into column, march past a reviewing general **in column**?

A. On the words "**MARCH PAST, QUICK—MARCH,**" the column steps off, each company moving as in company drill, the lieutenant-colonel 8 paces in front of the right centre section of the leading company; the senior major in front of the left centre section, a title in rear of him; the other mounted officers in rear of the

column, at 6 paces distance ; the junior major on the right ; adjutant on the left. All the mounted officers salute. The lieutenant-colonel, after saluting, places himself near the general. Officers will never salute more than once. [*F. Ex.*, VI., 1.]

*Q.* How are the colours placed and carried in marching past ?

*A.* In their usual place in column ; but they change flank during the 2nd wheel. The colours will be carried by the two junior lieutenants, and should not be cast loose nor lowered. [*id.*]

*Q.* Where are the staff officers, staff serjeants, musketry instructor, and serjeant-major when the battalion marches past ?

*A.* The staff officers (except the adjutant) and serjeants do not march past. The musketry instructor is with his company ; the serjeant-major in rear of the colour party. [*id.*]

*Q.* How is the marching past in column performed when the battalion, having closed its ranks after the general salute, moves in quarter column to the saluting base ?

*A.* The battalion, having formed quarter column by the right on No. 1, moved to the right by fours, wheeled to the left (at the 1st point) in fours, and received "FORWARD," will be halted and fronted on the saluting base, the right markers taking up the covering. The quarter column then receives the caution to advance in column, on which the captain of No. 1 gives "*No. 1, Shoulder—arms. Quick—march.*" When the leading company has passed the 3rd point of the depth of the quarter column the major will halt it, and each of the other companies will be halted by its captain, as it closes to 6 paces distance. [*id.*]

*Q.* When a battalion moves in quarter column to the saluting base, to march past in column, when and how do the officers take their places for marching past ?

*A.* On the word "FORWARD," after wheeling in fours at the first point. They move by the rear of their companies. [*id.*]

*Q.* When a column has marched past and closed to quarter column at the 3rd point, how does it march past the reviewing general **in quarter column** in quick and double time ?

*A.* The lieutenant-colonel orders the column to counter-march, unfix bayonets, and to march past by the left, the men trailing arms as they step off. When the rear company has passed the 2nd point, the column is again counter-marched and halted. It is then ordered to march past in double time by the right ; officers returning swords on the caution. In these counter-marches the guides do not change flanks. Instead of counter-marching, the battalion may be ordered to change ranks. When the column reaches the 3rd point, it is wheeled to the left ; and when square, breaks into quick time—officers drawing swords. At the 4th point, it is again wheeled to the left, and when the rear company has passed

the point 6 paces, it is ordered to form line to the left on the rear company. [*F. Ex.*, VI., 1.]

### *Manual and Firing, and Bayonet Exercises.*

**Q.** When the battalion is to be put through the manual and firing exercise before the inspecting general, what **command** is given?

**A.** "ORDER—ARMS. STAND AT EASE. MANUAL AND FIRING EXERCISE, TAKING THE WORD FROM THE SENIOR MAJOR."

[*F. Ex.*, VI., 1.]

**Q.** Give the commands for **opening the ranks** for manual and firing exercise, and state what takes place thereon.

**A.** "ATTENTION (FIX—BAYONETS), SHOULDER—ARMS. FOR MANUAL EXERCISE, OPEN—ORDER. MARCH." On the word "ORDER," the right guides fall back to the supernumerary rank (which steps back 2 paces as usual), their markers replacing them; the captains step back with the supernumerary rank. On the word "MARCH," the rear ranks step back 2 paces as usual. [*id.*]

**Q.** Where are the **junior major, adjutant, colours, pioneers, band, and drums** placed during the manual exercise, and how are the colours carried?

**A.** All remain as at close order. The colours are kept at the order and furled. [*id.*]

**Q.** When the line takes close order during the review, manual, and firing exercises, where do the **right guides** remain, and when do they return to their posts?

**A.** They remain in the supernumerary rank, taking post when the senior major falls back to his place. [*id.*]

**Q.** By whom should the battalion be put through the **bayonet exercise**?

**A.** The junior major. [*id.*]

**Q.** Describe how the battalion at the end of the review **advances in review order**.

**A.** Having been formed in line at open order with fixed bayonets on its original position, it receives "ADVANCE IN REVIEW ORDER, QUICK—MARCH," on which it advances, with band and drums playing, till within 30 or 40 paces of the general, when it will be halted and ordered to salute. It will then slope and wait for orders. [*id.*]

### *Review of Two or more Battalions.*

**Q.** When two battalions are reviewed together, and when in the form of quarter columns, the **officers and colours** are directed to



"TAKE POST IN REVIEW ORDER," what happens on the battalion command, "*Officers and colours to the front, Quick—march*"?

A. On "*front*," the officers of each battalion recover swords; and on "*march*," they move up to the front and place themselves 2 paces in front of the column, colours in the centre, and officers sized from flanks to centre, and at equal distances from each other, the adjutant on their left. [*F. Ex.*, VI., 2.]

Q. Where are the **mounted and staff officers** and staff serjeants of a battalion placed when the officers and colours take post in review order?

A. The C. officer 3 paces in front of the colours, the majors 2 paces in front of the line of officers, dividing the distances between the C. officer and the flanks; the pay-master, surgeons, and quartermaster in rear of the battalion; the staff serjeants in rear of them. [*id.*]

Q. When two or more battalions are reviewed together, and the officers and colours have taken post in review order, how is the **general salute** performed?

A. Without opening ranks, the men presenting arms, the officers saluting, colours flying or lowered, according to regulation, and the bands playing. After the salute, the troops will be ordered to shoulder arms. [*id.*]

Q. **After the salute** what takes place on the battalion command, "*Officers and colours, Take post, Quick—march*"?

A. On "*post*," the officers of each battalion recover swords and turn outwards from the centre, the lieutenants carrying the colours, turning to the left; and on "*Quick—march*," the whole move to their places in column. [*id.*]

### *Two or more Battalions Marching Past.*

Q. In what **formation** may two or more battalions march past?

A. In quarter column (either in mass or line), columns (or line of columns), or columns of double-companies. [*F. Ex.*, VI., 2.]

Q. When two or more battalions march past a reviewing general in **quarter columns**, do the officers salute?

A. Only the mounted officers. [*id.*]

Q. When a battalion in quarter column is ordered to form **double-companies**, for the purpose of passing the reviewing general in that formation with other battalions, when do the officers take their places for marching past?

A. When the order to form double-companies is given. [*id.*]

Q. How are the officers and colours placed for marching past in column of double-companies?

A. The officers as in column; the colour party in rear of

centre of the centre double-company in a six-company battalion, of the leading centre company in an eight-company battalion.

[*F. Ex.*, VI., 2.]

*Q.* In marching past in column of double-companies, do officers salute?

*A.* Yes.

[*id.*]

## **ROUTE MARCHING.**

### *The Order of March.*

*Q.* Name the various **formations** in which troops may march, according to circumstance and the nature of the country.

*A.* Columns of companies, half-companies, or sections, in quarter columns formed in mass or line, or in fours. [*F. Ex.*, VI., 3.]

*Q.* What is the rule as to the **rear companies** or sections of a battalion following those which precede them on a march?

*A.* They must follow every turn and conform to every increase or diminution of front which the head may make, at the same point as the leading company, each company acting in succession under the direction of its captain. [*id.*]

*Q.* To which **side of the road** should troops keep when marching?

*A.* They are to observe the ordinary rule of the road. [*id.*]

*Q.* On a march, where should **artillery and baggage** be placed?

*A.* The artillery will generally be formed between the divisions or brigades. The baggage should be in rear, and no impediments should be permitted in the line of march. When the admission of a portion of the baggage into the line of march is unavoidable, it should be placed between the brigades, never between battalions of a brigade. [*id.*]

### *Places of Officers.*

*Q.* What **general rule** is laid down as to the position of officers on the march?

*A.* They are to be constantly in their proper places, unless required to move to enforce the preservation of order or to prevent unnecessary defiling. In such a case C. officers, assisted by their adjutants, will move from one part of their corps to another, as occasion requires their presence. In like manner the majors and officers of companies will move when required to any part of their half-battalions or companies. [*F. Ex.*, VI., 4.]

*Q.* What are the proper positions of the **majors and captains** when a corps marches at ease?

*A.* The majors in rear of their respective half-battalions; when there is only one, his post is in rear of the battalion. The captains march in rear of their companies, a guide leading. [*id.*]

*Marching off, Marching at Ease, and Passing Words of Command.*

**Q.** State the rules as to "**marching off**" when corps leave camp or quarters, or when they resume the march after a regular halt.

**A.** Each corps is to march off by word of command, and with music, unless ordered to the contrary. The men must be perfectly silent, dress, and keep the step, as if moving on parade, until "**MARCH AT EASE**" is given by the C. officer, and repeated by the captains. [F. Ex., VI., 5.]

**Q.** By what word must all commands to men **marching at ease** be preceded?

**A.** "*Attention.*" [id.]

**Q.** When men marching at ease receive "*Attention,*" how should they act?

**A.** Slope (or trail) arms, and take up the step, order and silence being resumed. [id.]

**Q.** What is the rule as to captains **repeating the words** "**ATTENTION**" and "**MARCH AT EASE**" on the march?

**A.** Unless they are given as a command to the whole battalion, they should be repeated by the captains, each of whom must speak loud enough to be heard distinctly by the captain next to him in column. [id.]

**Q.** To what extent may the regularity of the column be relaxed when troops march at ease?

**A.** Ranks may be opened and files loosened; but each rank, section, or company must be kept distinct, and every man must remain in his place. [id.]

**Q.** When a major or captain wants to send any **notice to the C. officer**, or to any company or section on the line of march, how is it to be done?

**A.** The word is to be passed by the officers, or officers and serjeants, only. [id.]

*Halting when on the March.*

**Q.** What is the rule, when the bugles sound "**the halt**" on the march, as to companies and battalions **closing up** towards the head of the column?

**A.** The head of each battalion halts and stands fast, without closing up to the preceding one; but the following companies of each battalion must close to half or quarter distance, unless the column is entering an alignment, or making any movement preparatory to a formation to a flank. [F. Ex., VI., 6.]

**Q.** When it is intended that a column marching should close up before halting, how is it done?

**A.** The head will be halted without sound of bugle, and the command, "QUARTER (HALF, OR WHEELING) DISTANCE," will be passed from front to rear; when the rear is closed up, the bugle of the rear battalion will sound the halt as a notice. [*F. Ex.*, VI., 6.]

### *Defiling and Increasing and Diminishing Front.*

**Q.** What is the rule as to the **extent of front** with which columns should march?

**A.** They should march with as large a front as the ground will admit of. No battalion, company, or section may defile or diminish its front, or attempt to avoid bad spots in the road, unless the preceding battalion or company has done so. [*F. Ex.*, VI., 7.]

**Q.** Whenever **defiling** is necessary on the march, how is it to be executed?

**A.** With order and precision, as in manœuvring at a field-day, by the proper words of command, preceded by "*Attention.*" [*id.*]

**Q.** When a battalion or company marching comes to a defile, stream, or bad place in the road, what precautions are to be taken?

**A.** The majors and captains will go to the head of their respective half-battalions and companies to prevent the men filing individually, and to see that any orders which may have been given are obeyed. They will remain at the spot till the whole of their half-battalions or companies have passed, and then resume their places, giving "*March at ease.*" [*id.*]

**Q.** When a stream, ditch, bank, or other obstacle has to be passed on the march, what will generally be found the best way of passing it?

**A.** By causing the files of each section to open out gradually before they arrive at the obstacle, or even by increasing front to half-companies or companies. [*id.*]

**Q.** What **amount of delay** may be expected to occur in the march of a column from the defiling of a single battalion or brigade, if the same be performed with all possible promptitude and precision?

**A.** The defiling of a single battalion would cause a delay of ten minutes; that of a brigade of three battalions would therefore cause a delay of half an hour at least. [*id.*]

### *Regulations concerning Stragglers.*

**Q.** Whose **permission** must every man obtain before quitting the ranks on the march?

A. That of his captain.

[*F. Ex.*, VI., 8.

Q. For what **causes** only should men be permitted by their captains to fall out on the march?

A. Illness or any necessary purpose. Soldiers must not be permitted to leave the ranks for water, unless the regiment is halted for the purpose. [*id.*

Q. Should soldiers, when permitted to fall out, take with them their **packs and arms**?

A. Only in case of illness. In other cases they are to be carried by each man's section till he returns. [*id.*

### *Hurry and Stepping-out to be prevented.*

Q. What is the rule as to the **pace** at which men are to march?

A. They are never to step beyond the regular pace, still less to double, without word of command. [*F. Ex.*, VI., 9.

Q. When the proper **distance** of companies or sections cannot be preserved without an alteration in the step, how is that to be effected?

A. By making the head of each battalion or company step short. Companies are to be kept intact, and the leading company of each battalion should, when necessary, step short, until the last company of the battalion has closed up, even though a large interval is thereby occasioned between it and the preceding battalion. [*id.*

Q. When the head of a company (suppose No. 4) of a battalion marching **cannot keep up** without over-stepping, what is to be done?

A. The captain must call out, "No. 4 cannot keep up," which must be repeated by the officers or serjeants on the flanks of the leading sections of companies in front of No. 4, until it reaches the C. officer, who will shorten the step at the head of the column, unless he perceives that some obstacle, ascent, or difficult ground in front will give time to No. 4 to close up; in the meantime No. 4, if no answer is returned to the notice, will continue at the regular step. [*id.*

Q. When the head of a battalion cannot keep up with the preceding battalion on the march, what is to be done?

A. The battalion will continue at the regular step, and the C. officer will forward a notice to the head of the column, detaching files at the same time to preserve the communication. [*id.*

Q. When **obstacles** delaying a march are frequent, what course should be followed by each company in order to avoid loss of time?

*A.* After passing an obstacle it may be desirable that it should march on at the usual pace, without shortening step, as the following company may overtake it at the next obstacle or ascent; but the leading section of a company should never be allowed to march on until the rear section has passed and closed up. Each company must be kept intact. [*F. Ex.*, VI., 9.]

### **RULES TO BE OBSERVED BY TROOPS IN PASSING OVER PONTON AND OTHER TEMPORARY BRIDGES.**

*Q.* When large bodies of troops have to pass a river, how many bridges should be made?

*A.* Three: one for infantry, one for cavalry, and a third for artillery and wagons. [*F. Ex.*

*Q.* What rule must always be followed to avoid confusion in crossing bridges?

*A.* Columns of infantry, artillery, wagons, and cavalry must not be mixed together. [*id.*

*Q.* What precaution should be observed by infantry, and cavalry, and carriages in crossing temporary bridges?

*A.* *Infantry* must break step, and all music cease; files and sections should not be closed up. *Cavalry* should cross in file at a walk. *Carriages* with steady horses should cross fully horsed, but with unsteady horses should be passed over by hand. Halting on a bridge should be avoided, if possible; but the column must be halted if the bridge sways so as to become very unsteady. [*id.*

*Q.* Are officers in crossing temporary bridges bound to defer to the recommendation of the engineer officer in charge?

*A.* Yes; they will otherwise incur grave responsibility. [*id.*

### **SINGLE RANK AND SKELETON DRILL.**

*Q.* In what cases may battalion drill be practised in single rank?

*A.* When there is not a sufficient number of men to form a complete battalion; a battalion may be divided into two, each in single rank, for brigade movements. [*F. Ex.*, VII., 10.]

*Q.* How is a skeleton battalion formed for the instruction of officers and N.-C. officers?

*A.* It is formed of companies, composed of 2, 4, or 8 men each; representing, if there are 2, the flanks of a company; if there are 4, the flanks of half-companies; if there are 8, the

flanks of sections. The interval between the flanks will be preserved by means of a piece of rope, held at the ends and at its full extent. [F. Ex., VII., 11.]

## SKIRMISHING.

### *General Rules.*

**Q.** State the rules as to the number of **parts** into which a regiment, when in extended order, may be divided.

**A.** It may be divided into three parts—skirmishers, supports, and reserve. Supports are not usually required in front of a line deployed, or of a line of columns at deploying intervals. A reserve is only needed when a battalion is skirmishing alone, or at some distance from the force it covers. When a battalion is broken up in skirmishing order, at least one company should be left complete to escort the colours, and act as support and rallying point.

[F. Ex., III., *Skirmishing*, G. O., 88, 1874.]

**Q.** What is the proper **relative strength** of skirmishers, supports, and reserve?

**A.** The supports should be composed of numbers equal to the skirmishers; thus each company extended should have a company to support it. The reserve should be at least one-third of the whole body. [id.]

**Q.** When a single company is detached to skirmish at a distance from the main body, how should it be divided?

**A.** Not more than half should ever skirmish at a time; the other half remaining in support. [id.]

**Q.** What are the **relative duties** of skirmishers, supports, and reserve?

**A.** The movements of the skirmishers must depend in a great measure on those of the enemy; but they must carefully protect and overlap the flanks of the main body. The supports should assist and support the skirmishers, to whose movements theirs must correspond. The reserve will send relief to the skirmishing line, and supply supports, when necessary. [id.]

**Q.** What are the **relative positions** (without reference to distances) of skirmishers, supports, and reserve?

**A.** The supports should be as nearly in rear of the centre of their own skirmishers as the ground will allow, and in echelon with each other, having due regard to cover. The reserve should be placed as nearly as possible in rear of the centre of the formation. [id.]

**Q.** Name the rules as to the **relative distances** of skirmishers, supports, and reserve.

**A.** As a general rule, on a plain the distance between skirmishers and supports should be about 300 yards; between supports and

reserve, about 500 yards; between reserve and main body, 500 yards. But the distance must depend on circumstances and the nature of the ground. The supports and reserve must always be in the most convenient position to afford support, without being unnecessarily exposed to fire. [*F. Ex.*, III., *Skirmishing*.]

*Q.* Give an illustration of the influence which the nature of the ground might have in determining the distance of the supports from the skirmishers.

*A.* When skirmishers have ascended a hill, and are halted on the summit, the supports may approach close to them without being exposed to fire. On a plain they must necessarily be kept at a greater distance. [*id.*]

*Q.* At what ~~pace~~ should all movements in skirmishing be executed?

*A.* When not under fire, in quick time; when under fire, in double time, or (if specially ordered) at the run. [*id.*]

*Q.* What is the rule as to skirmishers at the halt availing themselves of cover?

*A.* They should take advantage of all inequalities of ground, but without advancing or retiring too far from the general alignment, or moving to a flank out of control. [*id.*]

*Q.* What is the rule as to the supports availing themselves of cover?

*A.* Officers commanding supports must, with due regard to the assistance they should afford the skirmishers, take advantage of all available cover to protect their men, and should make the men lie down when cover can be obtained by so doing; they should examine the ground well, and select positions that will protect them from cavalry, in case of attack, without preventing the skirmishers from forming on them. [*id.*]

*Q.* To what extent should the officer commanding the reserve seek cover for his men?

*A.* He should keep his men under cover when practicable; but as the reserve is not immediately under fire, his attention should principally be directed to the selection of positions favourable to the relief and assistance of the skirmishers and supports, with proper regard to the protection of the main body. [*id.*]

*Q.* In what formation should the reserve be kept?

*A.* In the presence of cavalry, in column; but under the fire of artillery it should be deployed into line. [*id.*]

*Q.* What is the usual **point of direction** for skirmishers?

*A.* The centre of the battalion; but for skirmishers of different battalions a directing company or battalion (skirmishing) will be named to direct. [*id.*]

*Q.* What are the rules as to points of direction for skirmishers



when they move to a flank, change front, become mixed, or get into disorder?

A. When moving to a flank, the leading man directs, but during the movement only. In changing front, the file on which the change is made, becomes, during the movement, the file of direction. When skirmishers are in disorder, any man may be named to direct, and the others will at once align themselves with him, without regard to their general places. [*F. Ex., III., Skirmishing.*]

Q. How should the **officers and supernumeraries** of a battalion in skirmishing order be placed?

A. When a company of a battalion is extended, the captain and supernumeraries will be posted as with a single company skirmishing. When in support, the captain will be in front. The officers, &c., of a reserve, when in quarter column, will take post as in column by the left. [*id.*]

Q. Should skirmishing movements be regulated by word of **command** or by **bugle sound**?

A. By word of command when possible. Bugle sounds, being liable to be misunderstood, and also to reveal intended movements to the enemy, should be reserved for purposes of drill. [*id.*]

Q. By whom should commands to skirmishers be repeated?

A. By the captains and by every supernumerary belonging to them. [*id.*]

Q. Do bugle sounds apply to supports and reserves?

A. No; they move by word of command. [*id.*]

### *A Battalion Extending in Skirmishing Order from Quarter Column or Line.*

Q. Describe the method of extending a battalion from **quarter column**.

A. On "THE BATTALION WILL SKIRMISH (BY SECTIONS)," the battalion will come to attention, and the guides will fall to the rear; swords will be returned. "No. 1 WILL EXTEND — PACES FROM THE RIGHT (LEFT, or CENTRE, or No. — FILE); No. 2, PROLONG TO THE RIGHT (or LEFT); or, Nos. 2 AND 3, PROLONG TO THE RIGHT AND LEFT; No. —, RIGHT (CENTRE or LEFT) SUPPORTS." As each company is named, its captain will move it out, and extend it as ordered; continuing the advance, when extended, till ordered to halt, unless otherwise directed. The companies not ordered out as skirmishers or supports form the reserve (their guides taking post), and will be moved by the senior officer to the rear of the centre of the skirmishers. [*F. Ex., III., Skirmishing.*]

Q. When a quarter column is ordered to skirmish to the right or left, how does it move?

A. It is wheeled to the right or left, and then extends in the usual manner. [*F. Ex., III., Skirmishing.*]

Q. How does a battalion extend **from line**?

A. The companies to skirmish and support will be named as in quarter column, and each captain will move his company as directed. [*id.*]

Q. When a battalion in line is ordered to skirmish to a flank, how is the movement effected?

A. The battalion is wheeled up by companies to the named flank; during the wheel the C. officer will name the companies to skirmish and support; and on "FORWARD," each captain will move his company to the position assigned to it. [*id.*]

Q. In **extending**, how should the file from which the extension is to be made and the intervals between files be determined?

A. By the nature of the ground and the extent that is to be covered. [*id.*]

Q. Before a **retreat**, how may skirmishers be placed to cover the movement?

A. They may be extended in rear of the line; and when the line has passed, open fire as ordered, holding their ground till ordered to retire. Supports may, if necessary, be dropped at the proper distances as the line retires. [*id.*]

Q. What is the most effectual method of keeping an enemy in check by means of skirmishers during a retreat?

A. The successive relief of skirmishers; the officer commanding a support should, in such a case, be constantly on the look-out for good positions, such as a bank, a ditch, a wall, or like cover, where he may extend his men with advantage. After relieving, the new skirmishers must hold their position until ordered to continue the retreat. [*id.*]

### *Relieving and Reinforcing Skirmishers.*

Q. When skirmishers are **relieved**, and find that new supports have been sent out, how should they act after closing?

A. Join the battalion. [*F. Ex., III., 43.*]

Q. When supports are thrown forward to **reinforce** skirmishers, or extended in order to prolong the line of skirmishers, how should their places be supplied?

A. Fresh supports should at once be sent out, if required. [*id.*]

### *Changes of Front.*

Q. What rules are laid down for changes of front **in a forward direction** when in skirmishing order?

*A.* No precise rules are laid down. The changes must depend upon the circumstances of the moment, and the commander must issue such orders as the emergency demands. [*F. Ex.*, III., 44.]

*Q.* How may changes of front **when retiring** in skirmishing order be advantageously effected?

*A.* By extending the supports on the new alignment while the old skirmishers continue the retreat, and, as each company is relieved, form supports to the new front. [*id.*]

*Q.* May the skirmishers of a battalion in extended order be required to change front **at right angles**?

*A.* Such a movement can be rarely required; if it is necessary to protect a flank, fresh skirmishers should be sent out from the reserve or main body. [*id.*]

### *Attack by Cavalry.*

*Q.* How should skirmishers, and supports, and reserve, act when **unexpectedly attacked** by cavalry, or when, at drill, the bugle sounds "PREPARE FOR CAVALRY"?

*A.* The skirmishers and supports should proceed as in company drill. The reserve may form square, clear of supports and skirmishers; if only two companies are in reserve, the rear company will close on the front, so as to be able to fire, and, if necessary, it may be turned about. [*F. Ex.*, III., 45.]

*Q.* When the **squares** of skirmishers and supports are found to be in straight lines, or directly behind each other, how should they be moved in order that they may protect each other by their fire?

*A.* Into echelon. Before forming rallying squares, when at drill, the captain of the left skirmishers should run up into the line of skirmishers; the captain of the centre skirmishers will stand fast; the captain of the right skirmishers will run back; the respective companies form rallying squares round their captains. [*id.*]

*Q.* When a battalion in skirmishing order has formed to receive a cavalry attack, how should it act when required to **extend again**?

*A.* The skirmishers and supports may again occupy their original ground. If the skirmishers are about to advance, the supports and reserve may lie down till at their distance from the front. [*id.*]

### *Closing on Supports.*

*Q.* When **skirmishers close** on supports, where do they form?

*A.* At 6 paces in rear of the support. [*F. Ex.*, III., 46.]

*Q.* When skirmishers closing on supports are attacked by cavalry before reaching them, how should they act?

A. They should form rallying squares by word of command.

[*F. Ex.*, III., 46.]

Q. After skirmishers have closed on supports, and are ordered to **extend again**, what is done?

A. The old supports advance and extend from the centre, or from such file as will cause them to re-occupy the ground, and the old skirmishers form companies in support; or, if necessary, the old supports extend on their own ground from the halt, and the old skirmishers retire to their distances as supports. [*id.*]

### *Closing on the Reserve.*

Q. In what **two ways** may skirmishers and supports close on the reserve, and to what cases are they respectively applicable?

A. They close independently when in extended order; but together when the skirmishers have previously closed in rear of the supports. [*F. Ex.*, III., 47.]

Q. What **command or bugle sound** is given for skirmishers and supports to close on the reserve?

A. "**ASSEMBLE ON THE RESERVE**," or the bugle sound "**ASSEMBLE**." [*id.*]

Q. Describe how skirmishers and supports close **independently** on the reserve.

A. On the command, the supports—unless at open files, in which case they will run in independently—will be at once ordered to form fours inwards, and retire in double time (unless ordered to move in quick time) by the shortest line to the rear of the reserve; the skirmishers will run in independently and form companies in rear of the reserve, remaining with ordered arms at attention. When there are three supports, the centre support forms fours right and moves into column, passing round the left of the reserve. The companies take their places as they arrive, without reference to their numbers; if two companies meet, the one from the right passes in front of the other. [*id.*]

Q. When skirmishers and supports close on any formed body, what must they attend to in order that it may **open fire** without delay?

A. In running in they must clear its front as speedily as possible. [*id.*]

Q. When skirmishers have closed in rear of supports, how do they **assemble together** on the reserve?

A. On the command they form fours inwards, each support moving with its skirmishers by command of the senior captain of the two, the centre skirmishers and support forming fours to the right; they move in double time, by the shortest lines, and form at 6

paces in rear of the reserve, the centre skirmishers and support passing round the left of the column ; should four companies coming from opposite flanks meet, the two from the right will pass in front of the other two. Each captain will halt and front his own company, and give "*Dress*," and the men will remain with ordered arms at attention. [*F. Ex.*, III., 47.]

*Q.* What rule should be observed by supports in all cases when assembling on the reserve is effected **in presence of cavalry** ?

*A.* They should always wait for their skirmishers before moving into the reserve. [*id.*]

*Q.* If any of the companies, whilst assembling on the reserve, are **attacked by cavalry**, how should they act ?

*A.* Form square, by word of command. [*id.*]

*Q.* When a battalion, or part of a battalion, is **covering a line**, skirmishers and supports only being in front, and "**ASSEMBLE**" is given, what happens ?

*A.* The whole move to the rear of the line by the shortest directions, and clearing the front as quickly as possible, the supports in fours, the skirmishers independently, passing through the intervals between battalions ; when in rear of the line, they move towards the battalion C. officer, and form quarter column where he may direct ; if part of the battalion is already formed, they will form in rear of it. [*id.*]

### *Flanking Parties.*

*Q.* State how flanking parties are formed.

*A.* Skirmishers, with supports, and, if necessary, a reserve, may be extended to protect the flank of a column. The skirmishers will move parallel to the direction of the column when it advances or retires, the supports and reserve will move in fours ; the leading man of the skirmishers should communicate with the flank of the advance guard. When the column halts, the skirmishers, supports, and reserve will halt and front. [*F. Ex.*, III., 48.]

### *Passing a Bridge or Short Defile in contact with an Enemy.*

*Q.* What is the duty of skirmishers when, **during an advance**, they reach the margin of a river or the beginning of a defile ?

*A.* If the flanks cannot be gained, to lie down and cover themselves, keeping up a brisk fire on the enemy. [*F. Ex.*, III., 49.]

*Q.* Describe the method of forcing a bridge or short defile when advancing.

*A.* The skirmishers along the river or impediment cover th

movement. The supports, on approaching the bridge (or defile), close upon that support which may be opposite to it, and, supported by the reserve, if any, charge and force the passage with the bayonet ; this point gained, and the reserve having crossed the bridge, the supports gradually extend from their centre, the reserve maintaining possession of the bridge ; the old skirmishers keep up their fire until clouded in succession by the new line ; when the new line has extended, the reserve will send out fresh supports, and the old skirmishers will assemble in rear of the reserve. The whole will then move forward. [*F. Ex.*, III., 49.]

*Q.* Describe the method of passing a bridge or short defile, in contact with the enemy **when retiring**.

*A.* The reserve will pass first, taking post at the bridge head or outlet of the defile, and detaching parties to both flanks to line the river or impediment, in extended order. The supports close on the one opposite the bridge, and, in compact order, halt in front of it till the line of skirmishers is withdrawn ; the skirmishers incline towards the bridge, and on arriving near it, run briskly over it, and form in rear of the reserve. The supports then cross, and, joining the reserve, the whole are prepared to defend the bridge or retire, as may be ordered. The new line of skirmishers commences firing as soon as its front is clear ; and if the retreat is to be continued, supports will be again thrown out between it and the reserve. [*id.*]

## OUTPOST DUTIES.\*

### *General Rules.*

*Q.* What are the **objects** of outposts ?

*A.* To insure the safety and repose of a corps ; to prevent reconnoissances by the enemy ; and to observe his movements and dispositions. All armies or smaller bodies of troops, in camp or bivouac, must be protected by piquets. [*\* F. Ex.*, V., 3.]

*Q.* Describe the different **descriptions** of outposts.

*A.* *Piquets* are detached bodies to whom the safety of the force and the observation of the enemy in its vicinity are entrusted. *Troops of observation* are charged with watching the enemy's movements beyond the line of piquets. [*\**]

*Q.* How many descriptions of **piquet** are there ?

*A.* Two,—outlying and inlying. [*F. Ex.*, V., 3.]

*Q.* What is an outlying piquet, and where is it placed ?

*A.* It is a small body of troops which is thrown forward at a

\* See also "DUTIES IN THE FIELD," in the questions and answers on the Queen's Regulations (S. 8, §§ 55 to 63), farther on.

considerable distance in front of the camp or cantonment, with connecting sentries, and having sentries advantageously posted for hearing and observing any alarm in front, and communicating, when necessary, by patrols, with the advanced posts.

[*F. Ex.*, V., 3.

**Q.** Where is the inlying piquet placed, and what are its duties?

**A.** It usually remains in camp, accoutred, and ready to turn out and support the outlying piquets at a moment's warning. [*id.*

**Q.** On what must the **strength and description** of force employed on outpost duty depend?

**A.** On the character of the ground, the distance from the main body at which it is to be employed, and the nature of the service. [\*

**Q.** Give an estimate of the strength and description of force of all arms which might be requisite under ordinary circumstances for outpost duty in front of an army of 20,000 men in proximity to the enemy.

**A.** 1,600 infantry, 500 cavalry, and 6 guns, with inlying piquets in proportion. [*Hamley's Operations of War.*

**Q.** At what **distance from the main body** should the outposts be placed?

**A.** At such a distance as will enable them to fulfil the purposes for which they are intended without exposing them to be cut off or overpowered. [*id.*

**Q.** In **fixing on ground** for a chain of outposts, what dispositions should be made to insure its safety?

**A.** If possible, its front should be protected by natural obstacles strengthened by artificial means. Its flanks should rest on obstacles which prevent their being turned, or should be thrown back and protected by piquets and constant patrolling. [*id.*

**Q.** What descriptions of cover are favourable for concealing the position of an outpost?

**A.** The skirts of small woods, hollows behind the crests of ridges, a line of wall or embankment, or hedges. [*id.*

**Q.** Describe how the **infantry** of a force (say two battalions, each of 800 men) sent on outpost duty may be distributed between outlying piquets and their reserves, show the proportionate strength of the parties to be employed on these duties respectively, and state the extent of front covered.

**A.** Two battalions may furnish four wings, each of 400 men (or four companies). At 1,200 yards apart, these wings will extend 2 miles, and as reserves or main-guards occupy the main avenues of approach. Each reserve may then detach a company in sections of 20 to 25 men each, at an average distance of 400 yards to its front.

These sections form the outlying piquets, which may extend 400 yards beyond the flanks of the reserves, occupying  $2\frac{1}{2}$  miles of front. *[Hamley's Operations of War.]*

*Q.* How should the **cavalry** of outposts be posted?

*A.* With the reserves or piquets, according to the nature of the ground,—always where it is open, and generally on the principal roads. *[id.]*

*Q.* How far may the cavalry videttes be pushed down the main approaches in front of the outposts?

*A.* 1,000 yards in open ground. *[id.]*

*Q.* How should the **artillery** of outposts be placed?

*A.* In divisions of not less than two guns, with the reserves under cover, and at commanding points, generally on or close to the roads. *[id.]*

*Q.* With what outposts do **armies in actual presence** of each other usually cover their fronts?

*A.* With a line of piquets and sentries at short distances. *[id.]*

### *Piquets and their Sentries.*

*Q.* By what means may the officer in command of an outlying piquet gain **intelligence** of the enemy's movements?

*A.* By patrolling, by careful watching, by examining the peasantry of the country, and by all such indications as the strengthening of the enemy's posts, unusual bustle or movement in his lines, the sound of troops or artillery on the march at night, the diminution or increase of fires, &c., &c. *[F. Ex., V., 3.]*

*Q.* How are the **men for piquet** duties furnished?

*A.* By brigades, the different regiments furnishing one or more companies, a field officer of the day being in charge of the whole; or an entire regiment may be employed under its own officers. *[id.]*

*Q.* How should all **outlying piquets** be posted?

*A.* With a complete chain of double sentries in front, on the same principle that light troops are extended to cover a line. *[id.]*

*Q.* Should outlying piquets have reserves?

*A.* When at a distance they should; otherwise reserves may be dispensed with. *[id.]*

*Q.* Where should the **field officer** of the day in charge of the piquets usually be posted?

*A.* With the reserve. *[id.]*

*Q.* How should each **company on piquet** duty be divided, in order that it may be able to relieve its sentries periodically?

*A.* Into three reliefs; one relief only will be extended on sentry, & the other two will remain in support. *[id.]*



Q. How often should piquet sentries be relieved during the night?

A. Every hour.

[*F. Ex*, V., 3.

Q. If piquet sentries are so far extended as to make it inconvenient to relieve them all from the piquet, what may be done?

A. One or two small parties, under command of officers or N.-C. officers, may be detached to convenient situations for furnishing sentries. This principle may be extended by the commander, so as to have each sentry supported at a distance of 10, 20, or 30 paces in rear by the group of four men from which he is to be relieved, one of whom must be a N.-C. officer or selected man in charge. [*id.*

Q. Should piquet sentries be *single* or *double*?

A. Double, except the connecting sentries between the front line and parties in rear, and except sentries observed and supported at a short distance by the party of men by whom they are to be relieved. [*id.*

Q. State some of the rules as to the *positions* of day and night sentries on piquet.

A. Piquet sentries by day should be placed on heights, and in commanding positions, whence they may see all the country in front without exposing themselves to view; but at night they must be placed lower down, so as to have the highest ground before them, and so be able to see any approaching party against the sky, without being themselves discovered. [*id.*

Q. What *number* of day and night sentries are requisite in front of a piquet?

A. By day as many as are sufficient to watch thoroughly the country in front; each sentry should be able to see the files on his right and left, as well as the intermediate ground between them; at night, or in thick weather, a greater number will be required. [*id.*

Q. What is the rule as to piquet sentries *patrolling* when on post?

A. One man of each file should always remain on his post, looking out vigilantly to his front, while the other patrols to his right, till he comes up to the sentry next to him; in this manner they will alternately relieve each other. Sentries will also patrol to their front, to the distance of 20 or 30 yards. [*id.*

Q. How are piquet sentries to conduct themselves *when persons approach* them?

A. If by night, they must challenge them, order them to halt, and allow only one person to advance, until satisfied that they are friends. By day, a sentry should never allow more than one stranger to approach his post on any pretence. [*id.*

Q. In selecting the **line for the chain** of sentries on piquet, what must be attended to?

A. It must not be extended too much. The men should be posted in the most advantageous situations for observing roads and country in front. Every elevated spot which overlooks the communications in rear should be taken within the chain, if it can be effected without extending it too far. Sentries should not be posted near cover from which a sudden rush might be made on them, and should be so placed as to secure one another from being cut off, and at such distances as to prevent an enemy stealing unperceived between them. [F. Ex., V., 3.]

Q. Should piquet sentries *conceal themselves* from the enemy?

A. As much as the nature of their duty will permit. [id.]

Q. When an *elevated spot*, which overlooks the communications in rear, is in the vicinity of a piquet, but cannot be taken within the sentries without extending them too far, what should be done?

A. It should be occupied by a detached party by day, care being taken to support and ensure its retreat. [id.]

Q. Should there be *woods and ravines* in the neighbourhood of a piquet, what precaution should be taken?

A. They must be watched, and visited by patrols. [id.]

Q. In selecting a line for the chain of piquet sentries, how should its **flanks be protected**?

A. They should be thrown a little back, and, if not protected by the nature of the ground, a detached party under an officer should be placed to prevent them being turned. [id.]

Q. How should the **connection** be kept up between the front line of piquet sentries, supports, and reserve?

A. By means of single sentries. [id.]

Q. When an officer proceeds on piquet duty, with what view should he **examine the ground** over which he passes between the camp and his post?

A. To select favourable positions for disputing the ground in case the piquet is driven in. [id.]

Q. When an officer in charge of a piquet **arrives on the position** he is to occupy, what steps should he take first?

A. He should first look to the immediate safety of his own party, and place sentries on its flanks and front; then send a file to the most elevated spot in the vicinity, to get a view of the country, and proceed himself with a patrol to examine all objects near him capable of concealing an enemy. Having secured himself from surprise, he will proceed to throw out his sentries, and communicate with parties on right and left. [id.]

Q. When **piquets are attacked**, what rules should be observed?

A. The same as in all skirmishing. Detached officers' parties

should not run in on the main body, but support the skirmishers; and when compelled to retire, they should, if possible, retreat on the flank of the main body, and thereby afford mutual support.

[*F. Ex.*, V., 3.

**Q.** When a sentry is satisfied that the enemy are moving on to the attack, what should he do?

**A.** He should at once fire, although the enemy may be far beyond range. [*id.*

**Q.** What are the orders as to officers on piquet **strengthening their posts**?

**A.** They should strengthen them by every means, by constructing abattis, breastworks, &c. Where the defence of a bridge or ford is entrusted to them, they ought never to omit throwing up something to protect their men and impede the enemy. An officer ought not, however, to block up a main road with other materials than such as are easily removed. [*id.*

**Q.** Should a piquet **shut itself up** in a house or other enclosure with the intention of defending itself to the last extremity?

**A.** Not unless ordered to do so, or unless circumstances render it necessary at the moment, for the preservation of the party, in the expectation of support. [*id.*

**Q.** How long may a piquet with safety **defend its front**, and under what circumstances should it retire?

**A.** It may defend its front as long as its flanks are not attacked; but as soon as the enemy attempts to surround the post the piquet must begin to retire. [*id.*

**Q.** When a **flag of truce** approaches a piquet, how should it be received by the sentries and treated by the commander of the piquet?

**A.** One sentry will advance and halt it at such distance as will prevent any of the party who compose it from overlooking the piquet post. The other sentry will report the circumstance to the officer commanding the piquet, who will, according to his instructions, either detain the flag of truce at the outpost until it is reported to the field officer of the day, or forward the party blindfolded under escort to the camp. [*id.*

**Q.** When a flag of truce arrives at a piquet with a letter, how should the officer commanding the piquet act regarding it?

**A.** He should receive the letter, and instantly forward it to head-quarters. Having given a receipt, he should require the flag of truce to depart forthwith, and suffer no communication between the party and the men of the piquet. [*id.*

**Q.** When a piquet is permitted to have a **fire**, what precautions should be observed regarding it?

**A.** It should be concealed from observation, and the alarm post

of the piquet should be in rear of it, so that in case of attack at night the piquet may not be seen when drawn up, and the enemy may be compelled to pass the fire. [*F. Ex.*, V., 3.]

*Q.* At what hour should piquets **get under arms**?

*A.* An hour before daylight. [*id.*]

*Q.* At what hour in the morning should the officer commanding a piquet occupy the posts which he held the day before?

*A.* When he can discern objects distinctly. [*id.*]

*Q.* Before a piquet re-occupies posts in the morning which it held the day before, what precaution should be taken?

*A.* Patroles should be sent forward to feel the way. [*id.*]

*Q.* When the officer commanding a piquet observes at daybreak that a change in the enemy's post or position has taken place, to whom should he immediately report the circumstance?

*A.* To the field officer of the day. [*id.*]

*Q.* At what hour as a rule are **piquets relieved**? Why?

*A.* At daybreak. Accession of force is thereby obtained at an hour often chosen for attack. [*id.*]

*Q.* When the new piquet has arrived at its post, in what manner is the relief of the old piquet to be effected?

*A.* The officer of the new piquet will accompany the officer of the old along the chain of posts, and the latter will point out the enemy's posts, and afford every information in his power. The sentries of the new piquet should then be posted. [*id.*]

*Q.* When one piquet has been relieved by another, may the **old piquet** at once return to camp?

*A.* Only if the weather is sufficiently clear to ascertain that there is no indication of attack. [*id.*]

*Q.* If advanced piquets are attacked whilst a relieved piquet is on its way to camp, what is the duty of the latter?

*A.* To turn about and support the advanced piquets. [*id.*]

*Q.* To whom should the officer of the old piquet send a written report as soon as he has been relieved?

*A.* To the field officer of the day. [*id.*]

*Q.* What is to be the **principal object** of the piquet in case it is attacked? What considerations must determine the amount of resistance?

*A.* To gain time to enable the main body to prepare for action. Few cases can occur in which it will be impossible to attain that end without endangering the piquet; but in an extreme case it must sacrifice itself rather than be driven in before the main body has had time to form. [*id.*]

*Q.* What are the rules as to **compliments** by outlying piquets and their sentries?

*A.* Outlying piquets pay no compliments; but when approached

by a general officer, the field officer of the day, or an armed party, they will fall in and stand to their arms. Sentries on out-post duty pay no compliments. [*F. Ex.*, V., 3.]

## PATROLES.

### *Descriptions and General Duties of Patroles.*

*Q.* Describe the **different descriptions** of patrolling.

*A.* Patroles are of two kinds :—1st, Those which, being charged with the safety of a particular post, restrict themselves to observing the enemy's movements in its immediate vicinity, and to such precautionary measures as are necessary to prevent surprise ; and, 2nd, Those which are detached to a greater distance for the purpose of exploring roads or country, obtaining information, feeling for the enemy's advanced posts, and watching his movements. [\*]

*Q.* In order to **ensure success** in patrolling, what must be carefully attended to?

*A.* Vigilance, silence, and circumspection must be enforced. No noise must be made ; and when anything is communicated it should be in a whisper. Unnecessary firing and false alarms must be carefully guarded against. [*F. Ex.*, V., 3.]

*Q.* What consideration must determine the description of troops and the **number of men** to be employed in patrolling?

*A.* The nature of the ground, the distance to which they are to patrol, and the object in view. Near a post 3 or 4 men may be sufficient. [*id.*]

*Q.* When a patrolle falls in with a party of the **enemy similarly engaged**, what course should be pursued?

*A.* It should fall back at once without exchanging shots. [*id.*]

### *Patrolling in the Vicinity of a Post.*

*Q.* Is patrolling an **essential duty** on all outposts?

*A.* Yes. [*F. Ex.*, V., 3.]

*Q.* **How often**, as a rule, should patroles be sent out?

*A.* Once between every relief during the night. [*id.*]

*Q.* What is the usual **method** of patrolling in front of a line of piquet sentries?

*A.* On leaving the piquet, the patrolle should, when practicable, communicate with the next post on right (or left), and patrolle cautiously along the front of the line of sentries just near enough to see them, and communicating with the next post upon the left (or right), return again by rear of chain. [*id.*]

*Q.* How should piquet sentries be instructed so that they may

not be thrown off their guard by the frequent appearance of a **friendly patrol** during the night?

A. They should be taught to expect an enemy in all who approach them. Some preconcerted signal, or countersign in a low tone, to be changed every relief, should be used. [*F. Ex.*, V., 3.]

### *Patrolling at a distance from a Post.*

Q. When the enemy's posts are distant, what patrols should be sent out by a piquet **in addition** to that in front of the sentries?

A. Patrols along roads in the direction of the enemy's posts, to such distance as is expedient. [*F. Ex.*, V., 3.]

Q. At what hour in particular should a strong patrol invariably be sent some distance on **towards the enemy's posts** by a piquet?

A. Just before daybreak. [*id.*]

Q. When a patrol proceeds, just before daylight, in the direction of the enemy's posts, what must it cautiously attend to?

A. Risk of meeting columns waiting to attack. [*id.*]

Q. When patrolling in the direction of an enemy's posts, what precautions should an officer adopt?

A. The patrol should be preceded by feelers—quick, intelligent men. The order of march must be carefully arranged, the flanks should be well reconnoitred, and every possible precaution taken to guard against the patrol being surprised or cut off. The officer should make every effort to conceal his movements from the enemy, and to avoid falling in with any of his parties. [*id.* \*]

Q. If a patrol sent by a piquet in the direction of the enemy falls in with any of his parties, what course should be adopted?

A. On hearing footsteps, the feelers should instantly fall back to the patrol; and should the sounds indicate a larger body than a patrol, 1 or 2 men should be sent back with haste to inform the piquet, who will prepare for defence. The patrol will then retire steadily, and if possible unobserved, on the piquet. If perceived and overtaken by the enemy, the patrol must keep up a constant fire, in order to apprise the camp that the enemy is coming on in force. [*id.*]

## **ESCORTS.**

### *Escort of Convoys.*

Q. Name some of the **different sorts** of convoys.

A. Convoys of ammunition, provisions, material and clothing, wounded, and prisoners. [*Hamley's Operations of War.*]

How should convoys be **arranged** for the march?

A. Convoys of ammunition at the head, provisions next, and finally effects and clothing. [*Lefroy's Handbook.*]

Q. What **information** should the officer commanding the escort of a convoy procure before starting?

A. As to the road, places of halt and billet, position of the enemy, points where attacks may be looked for, and places of refuge in case of retreat. [*Hamley's Operations of War.*]

Q. What **space** does a waggon with four horses occupy in the line of convoy?

A. 12 yards. [*id.*]

Q. What is the ordinary **rate** per hour at which a convoy of waggons may be expected to proceed?

A.  $2\frac{1}{2}$  miles on a good road;  $1\frac{1}{2}$  in a hilly country. [*id.*]

Q. Should **beasts of burden** or waggons move first in a convoy, and why?

A. Beasts of burden; because waggons break up the road. [*id.*]

Q. To provide for the safety of the convoy on its march, what **military precautions** must be observed by the escort?

A. Advance and rear guards and flanking parties must be thrown out, to guard against surprise. Towns, villages, and defiles should be avoided. [*Troubridge's Lallemand.*]

Q. How should the main body of the escort be disposed so as to guard the convoy and be prepared for any emergency?

A. One-half should be distributed in three detachments between front, centre, and rear of convoy, centre detachment being strongest; the other half should be kept in reserve, prepared to move at once to the point threatened by the enemy. [*id.*]

Q. When a convoy has to **pass a river** or bridge, should the reserve of the escort precede or follow the convoy?

A. If the rear is secure, the reserve should pass first; if not, it should follow the convoy. If there is danger both in front and rear, the reserve may be divided. [*id.*]

Q. When a convoy has to **pass through a defile**, what dispositions should be made?

A. The defile having been occupied by detachments from the reserve, the convoy draws together on the largest possible front, and the advanced and rear guards close on it. When the defile is reconnoitred, the advanced guard passes through and far enough ahead of the defile to allow the convoy to be parked in rear, while the reserve occupies the heights bordering the defile towards the enemy. [*Hamley's Operations of War.*]

Q. When loads of carriages consist of powder or **combustible articles**, what precautions should be taken?

A. Nothing else must be placed on the carriages; no one must get on them; villages should not be entered; and smoking must be

forbidden. The pace should not exceed a walk, except by special order. [*Troubridge's Lallemand, G. O., 70, 1870.*]

Q. What measures should be adopted to insure that the line is kept well locked up, and that the drivers obey orders?

A. An intelligent soldier should be told off to each carriage; but should strength of escort not admit of this, superintendence of 2 or 3 carriages may be entrusted to 1 soldier; or mounted men may be detailed for general superintendence. [*Troubridge's Lallemand.*]

Q. What should the officers of a convoy insist upon with regard to the general treatment of the drivers by the guards?

A. Whilst enforcing prompt obedience to orders, the guard should not be permitted to subject the drivers or their horses to any sort of bad treatment. [*id.*]

Q. Should carriages of a convoy move in double or single file?

A. When the width of the road is such that a sufficient space would be left between them, in double files. When narrow places are of frequent occurrence, it is better to move in single file.

[*id. Hamley's Operations of War.*]

Q. What rules as to periodical halts should be observed in the march of a convoy?

A. Halts should be at a distance from bridges and all obstacles. First halt of 10 minutes, three-quarters of an hour after starting, and the others at similar intervals. [*Lefroy's Handbook.*]

Q. What halt for feeding and watering should be allowed daily during the march of a convoy?

A. Half an hour, in some spot where good water can be had. [*id.*]

Q. When a convoy halts for the night, what position is desirable, and what precautions should be taken?

A. An uninhabited place capable of defence, where water can be had, should be selected. The carriages should be parked, and protected by such means as may be available, the troops being disposed to repel attack. Piquets and patrols should be established, and every precaution taken against surprise.

[*id. Troubridge's Lallemand.*]

Q. When a convoy proceeds in boats up or down a river, what arrangements should be made by the escort?

A. Escort should be divided; one part proceeding by land abreast of convoy, the other in boats. Party on land should be disposed as in the case of a convoy by land, and must gain intelligence of the enemy's movements, and protect the convoy from his attack, being reinforced, if necessary, from the troops in boats.

[*Troubridge's Lallemand.*]

Q. What is the first thing to be done when a convoy is attacked?



*A.* To close up the carriages, and continue the march in the greatest order. Skirmishers should keep off the enemy as long as possible, the reserve being retained in hand. [*Lefroy's Handbook.*

*Q.* If two parts of a convoy are attacked at the same time, how should the reserve of the escort act?

*A.* It must either divide or meet the enemy first at one point and then at the other. [*id. Troubridge's Lallemand.*

*Q.* When a convoy is attacked in such strength that the march cannot for the time be continued in safety, what course should be adopted?

*A.* The head of the convoy should be halted in a favourable position, and the remainder closed up in lines abreast, so as to form a square, the horses facing inwards, and the faces and angles being defended by infantry. [*Hamley's Operations of War.*

*Q.* When a convoy is so seriously attacked that it cannot be saved, what course should be followed?

*A.* The ammunition should be defended to the last, as the most important part of the convoy, and everything that cannot be saved should, if possible, be destroyed. [*Lefroy's Handbook.*

*Q.* When a **convoy of prisoners** is attacked, what special precautions should be taken?

*A.* The escort should remain close to them, as the assailants will not risk killing their own people by firing. To prevent escape, the prisoners may be ordered to lie down.

[*Hamley's Operations of War.*

### *Escort of Foraging Parties.*

*Q.* Upon what considerations must the **description and number** of troops composing the escort of a foraging party depend?

*A.* Upon the nature of the country, the distance to which the party is to proceed, and the proximity of the enemy. [\*

*Q.* What **dispositions** should be made by the officer commanding the escort of a party about to engage in foraging a country?

*A.* The country having been cleared of the enemy, a chain of posts, supported by a reserve, should be taken up in advance of the part to be foraged, the approaches being occupied by piquets, and the front patrolled by cavalry or infantry. [\*

*Q.* At what distance from a foraging party should the **advanced posts** of its escort be taken up?

*A.* At such a distance as will, in case of serious attack, give the foraging party time to mount and form in support of the escort, or to retire in good order with the forage cut to the camp. [\*

*Q.* When a **village** is to be foraged, what arrangements should be made by the officer commanding the escort?

**A.** A chain of sentries should be placed round it, to prevent any one entering it except parties detailed for the purpose. Should the inhabitants decline to carry outside the forage required, and it becomes necessary to send in parties to collect it, the village should be patrolled by armed detachments, to prevent straggling and disorder.  
[*Troubridge's Lallemand.*]

## ADVANCED AND REAR GUARDS.

### *Advanced Guards.*

**Q.** Describe the general **intention** of advanced guards.

**A.** They are formed in front of a column, or of the columns of an army, for the purpose of covering and concealing the movements and formation of the main body; or feeling the way through a country; and of gaining intelligence of the enemy, and giving timely notice of his vicinity or approach, in order that the main body may have time to prepare for making or repelling an attack. They are sometimes pushed a considerable distance in advance, for the purpose of seizing a post, or of anticipating the enemy on some important point.  
[*F. Ex.*, V., 1.]

**Q.** On what considerations must the **composition** and strength of advanced guards depend?

**A.** On the distance they are required to precede the main body, the object contemplated, the nature of the country, and a variety of circumstances only to be appreciated on the spot.  
[*id.*]

**Q.** Describe the **formation** of an advanced guard on a road.

**A.** It is formed of a company (or several companies) divided into two parts. One half-company (or part) will form a support under the captain, about 300 yards from the column; the other half-company (or part) under its guide will move about 200 yards in front of it, and will detach two files 100 yards to its front, two files 100 yards to its right front, and two files 100 yards to its left front; if the company is weak, one file only in front and one on each flank may be sent out. These three parties will each be in charge of a N.-C. officer or selected soldier. When either of the flanking parties is not required, it will at once join its half-company. The support should send on a connecting file about 100 yards, and drop a connecting file the same distance in its rear. A connecting file should be sent out by the leading company of the column.  
[*id.*, III., 50.]

**Q.** What are the duties of the **files detached** to the flanks of the leading section of an advanced guard?

**A.** To examine houses, enclosures, &c., within reach. [*id.*, V., 1.]

**Q.** When objects present themselves on the flank of an advanced

guard at too great a distance to be examined by the flank files, what arrangement should be made for the purpose?

A. Patroles should be detached from the advanced party for their particular examination. [F. Ex., V., 1.]

Q. By whom and in what manner should **intelligence** of the presence of an enemy and information as to his strength, position, and movements, be conveyed from an advanced guard to the main body?

A. A signal party should, if possible, accompany an advanced guard or patrole, for the purpose of sending back such intelligence by means of the army and navy signal code. [id.]

Q. What arrangements should be made to enable the leading files or patroles of an advanced guard to give immediate intelligence of the presence of the enemy?

A. Signals should be arranged beforehand. One man holding up his cap on a rifle may signify that a small body is in sight; two men, that the enemy is near in force. A rifle held up horizontally may signify that no enemy is in sight. [id.]

Q. Are any absolute rules laid down for the **conduct** of an advanced guard in the various circumstances of falling in with an enemy?

A. No; the officer in command must depend on his own intelligence, allowing nothing to escape his observation. [id.]

Q. How should an advanced guard approach a **village** when feeling for the enemy?

A. With great caution, the advanced party and support on the road being halted at a considerable distance from the village, while strong flanking parties are sent round the outskirts to threaten the rear. The corporal's party on the road may then move on, in single files, with a considerable interval between them, followed by the rest of the advanced party, as may be expedient; the support will move forward when it has been ascertained that the place is not in the occupation of the enemy. [id.]

Q. What precautions should be observed by an advanced guard in entering a **defile** or hollow way?

A. It must previously occupy the heights on either side by flanking parties. When the heights are thus crowned, the advanced section on the road will send on a single file, which will be followed by others in succession, near enough to keep the preceding one in view, the flanking parties on the heights continuing to precede the centre until the defile is passed, when they will gradually fall back to their former stations, and the whole move forward in the original formation. [id.]

Q. When objects capable of **concealing an enemy** present themselves, what course should the advanced guard pursue?

*A.* Flanks should be turned and rear threatened before they are felt in front. [*F. Ex.*, V., 1.]

*Q.* What precautions should be adopted by an advanced guard before ascending a hill?

*A.* The flank files will first move in both directions round the base; a leading file will then ascend, creeping up when near the top, so as not to show itself on the summit, but making observations from behind the brow. It will then signal whether the enemy is in sight. [*id.*]

*Q.* Before woods, ravines, morasses, &c., are passed by an advanced guard, what precautions should be taken?

*A.* They should be examined, lest an enemy should be concealed in them, and the advanced guard be cut off. [*id.*]

*Q.* How should all houses, copses, enclosures, &c., that are too distant to be inspected by the advanced guard, be examined?

*A.* By **patroles** which may consist of a subaltern's party, a serjeant and 12, or a corporal and 6 men, according to circumstances. The rules laid down for advanced guards must in such cases be observed by the patroles. [*id.*]

*Q.* What steps should be taken by an advanced guard to obtain a view of the country?

*A.* Heights should be ascended by advanced files or patroles. The top of a church, a tower, a mound, &c., afford positions for observation. The men thus employed must take care that they are not seen by the enemy. [*id.*]

*Q.* What rules are laid down for the conduct of an advanced guard formed on a road in case of attack?

*A.* If the front is attacked, the detached files should at once fall back on the advanced party. The C. officer must then use his discretion in ordering the support to reinforce the advanced party, or the latter to fall back on the support according to the nature of the ground, the strength of the attacking party, and the distance he may be from the main body, remembering always that his principal duty is to give time for the column to prepare for action without unnecessarily exposing his men. A patrole should never commit itself in action, if it can be avoided. [*id.*]

*Q.* When an advanced guard has dislodged the enemy from a post, what must take place before the guard proceeds?

*A.* It must re-form, and wait for orders. [*id.*]

*Q.* With what tools should all advanced guards be provided?

*A.* With axes and intrenching tools. [*id.*]

*Q.* How should an advanced guard be formed on a plain?

*A.* As a line of skirmishers with a support, and, if far distant from the main body, with a reserve. [*id.*]

**Q.** When an advanced guard marching along a road comes out on a plain, how should it break into skirmishing order?

**A.** As the leading files come out on the plain, they should halt and lie down, the flanking files moving up and lying down in line with them at their usual intervals of 100 yards. The remainder of the advanced party as it comes up will extend from its centre. The skirmishers thus formed will advance, correcting their intervals from the centre on the march, and the support will follow.

[*F. Ex.*, V., 1.

**Q.** In what manner may an advanced guard which has broken into skirmishing order **resume its original formation**?

**A.** By the leading files moving on and the remainder halting till they have gained their proper distances, and then following in succession, the rest of the advanced party closing on its centre. [*id.*

### *Rear Guards.*

**Q.** What is the general **intention** of a rear guard?

**A.** It is an advanced guard reversed; it covers the retreating column from any sudden assault in the rear, and prevents the enemy from stealing round and gaining the flanks of the main body. It should be kept closer to the main body than an advanced guard. The prevention of straggling is also an important part of its duties.

[*F. Ex.*, V., 2.

**Q.** When a force is to **retreat** before the enemy, what precautions should be taken to cover the movement and to protect the rear?

**A.** All preparations should be made in the rear. Previous to falling back, the line will extend its skirmishers behind it, concealed from view as much as possible, and with supports and reserves ready to sustain them: these become the rear guard. In many cases an intended retreat is concealed under a demonstration of attack, and the troops so employed in deceiving the enemy will become the rear guard. [*id.*

**Q.** Describe the **formation** of rear guards.

**A.** They are formed in the same manner as advanced guards, only turning to the rear. When the column is on the march, the guard may be formed by the different parties in succession marching off as the column gains the proper distance from them. A connecting file should be dropped by the rear company of the column.

[*id.*, III., 50.

**Q.** What considerations must determine the **strength and composition** of a rear guard?

**A.** The force and vicinity of the enemy, the nature of the country, and the degree of resistance that may probably be

quired to give the column time to surmount obstacles in the route, and to secure its retreat from interruption. [*F. Ex.*, V., 2.]

*Q.* What rules are laid down for the **conduct** of a rear guard when the pursuit by the enemy is close and vigorous?

*A.* Every inch of ground must be defended with obstinacy to the last, advantage being taken of such hedgerows, copses, defiles, &c., as are capable of being turned to account. [*id.*]

*Q.* For what purpose should a rear guard always be well supplied with axes and intrenching **tools**?

*A.* To block up defiles and bridges, to break up the road, and throw impediments in the way of a pursuing enemy. [*id.*]

*Q.* When a retreating column meets with **obstacles** in its route, or has to pass a bridge or defile, what arrangements should be made to prevent the pursuing enemy from pressing on it?

*A.* An officer should be sent back to apprise the rear guard of the circumstance, in order that it may hold the enemy in check during the delay. When hard pressed, a detachment should be halted at any defile or bridge the column may have passed, to make preparations for defence, to protect the rear guard in passing over it, and afterwards to assist in maintaining the post as long as may be expedient. [*id.*]

*Q.* When a rear guard is **disputing any point**, what must the flanking parties be particularly careful to guard against?

*A.* Any attempt by the enemy to turn the flanks. [*id.*]

The Charge of a Company and Detachment in every position in which it may be placed; Musketry Instruction; Orderly Room Work, Requisitions, Returns, Accounts and Correspondence.

[Q. Reg., S. 4, § 33 (b).

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## INTERIOR ECONOMY OF A COMPANY.

### *Company Officers, Indulgences, Complaints.*

Q. What **information** should a captain possess as to his company?

A. He should be thoroughly conversant with every circumstance and detail regarding it. [\*

Q. To what extent is it the duty of a captain to assist and **superintend his subalterns** in professional matters?

A. He should do all in his power to further the instruction of his subalterns, and superintend their company duties. [\*

Q. What are the duties of an officer as to **superintending the N.-C. officers** and supporting their authority?

A. He should exercise proper surveillance, and ensure that they are treated with respect, supporting their authority, but protecting the men from abuse of it. [\*

Q. To whom should the N.-C. officers and men be taught to look for **advice** and assistance in cases of difficulty?

A. To the captain and officers of the company? [\*

Q. What is the duty of a captain as to **inspecting barracks** and the quarters of his married men?

A. He should visit them frequently, and cause inspections to be made by his subalterns. [\*

Q. Through what channel should all applications for **indulgences** on the part of N.-C. officers and soldiers be preferred?

A. Through the captain of the company. [\*

Q. In granting or recommending applications for indulgences, by what should officers be guided?

A. Officers should be careful that they neither grant nor recommend applications from any but deserving men. In weighing the claims of different soldiers, due consideration must be given to character. [\*

Q. When a soldier has a **complaint** to make, what course is prescribed by regulation for his guidance ?

A. He should appeal, in a respectful tone and manner, to his captain, and should be accompanied by a N.-C. officer, if possible of his own company. No soldier may make a complaint for another : and not more than 2 soldiers should make a complaint at the same time. [*Pocket Ledger.*

Q. When a soldier complains to his captain, what is the duty of the latter ?

A. To investigate the matter in presence of all concerned, and endeavour to decide impartially. If the case is one for the C. officer, the captain should lay it before him without delay. [\*

Q. When a soldier desires to appear, or is summoned before his C. officer, by whom should he be accompanied ?

A. By his captain. [\*

### *Non-Commissioned Officers of a Company.*

Q. Describe the duties of a **colour serjeant** in his company.

A. He is responsible to his officers for the order and discipline of his company. It is his business to superintend the N.-C. officers. The conduct of the men, regularity of details, and observance of orders should obtain his unremitting attention. [\*

Q. What are the duties of the **pay serjeant** of a company ?

A. Under the responsibility of the captain, he issues the pay to the men, makes out accounts, returns, and other documents, and takes the immediate charge of spare stores. [\*

Q. What is the usual rate of remuneration to pay serjeants ?

A. 6*d.* per diem from the captain's contingent allowance. [\*

Q. Name the qualifications which are of most importance in estimating the **efficiency** of a N.-C. officer.

A. A fair education, the power of writing from dictation, knowledge of duties and drill, high character, and tact in the management of men. [\*

Q. Should the N.-C. officers be required to hold themselves **aloof from the men** ?

A. Yes ; the practice of associating with privates when off duty should be discouraged. [\*

Q. Detail the duties of the **orderly serjeant** of a company.

A. To call roll, and answer for company at roll calls ;—see that men rise at the proper hour, that beds are made up, tubs



emptied, windows thrown open, and floors swept in the morning, and that the men dress properly for meals;—accompany orderly officers when visiting barracks of company;—warn and parade men for duties, drills, and fatigues;—make out duty state and sick report;—copy orders, and read them to the men;—see lights extinguished, and that the men go to bed at the proper hour. [\*

Q. Describe a company's **sick report**.

A. It is on a third of a sheet of foolscap, according to form, and contains the name, service, and religion of every man reported sick to the medical officer, stating whether he is a defaulter or detailed for duty. The orderly serjeant signs it, and the medical officer fills up and initials the "remarks." For station hospitals it is to be in duplicate. [G. O., 14, 1874; 20, 1876.

Q. What method is generally adopted of regulating the **detail for guard** and other duties?

A. A roster is kept, under the adjutant, by which the number of men required from each company is fixed. The detail for the following day is promulgated by the serjeant-major to the orderly serjeants of companies when the orders of the day are issued. [\*

Q. How are men selected in a company for any duty?

A. The first men for the duty, as they stand in the company's duty roster, are selected by the orderly serjeant. [\*

Q. By whom should the company's **duty roster** be kept?

A. By the orderly serjeant. At the close of his day's duties he should take it to the colour serjeant, by whom it will be checked and made over to the next serjeant for duty. The captain is responsible for its accuracy. [\*

Q. At what hour should soldiers be **warned when for duty** next day?

A. If possible, at the hour of the evening roll call. [\*

Q. When men are awarded **punishment drill**, what is the usual method of ensuring that the awards are duly executed?

A. The awards are read by the serjeant-major to the orderly serjeants, by whom they are entered in the punishment rolls. [\*

Q. How should serjeants be dressed when they **copy orders**?

A. With side arms and sashes, unless suddenly assembled. [\*

Q. When and by whom should orders be read to the company?

A. At the evening roll call by the orderly serjeant. [\*

Q. Whose duty is it to see that **prisoners** are supplied with their greatcoats and such necessaries as may be required?

A. That of the orderly serjeant of the company. [\*

Q. When a soldier is confined, by whom should the written statement of his crime be prepared for the captain's signature?

A. By the orderly serjeant. [\*

**Q.** When a soldier is found to be **absent** at any roll call, what is the orderly serjeant's duty regarding him ?

**A.** To make out a written report of the absentee, according to form, and hand it to the officer who collects reports ; with the orderly corporal, to assist the pay serjeant in at once securing and making an inventory of the absentee's effects, and taking possession of his rifle, accoutrements, and ammunition. [\*

**Q.** Detail the duties of the **orderly corporal** of a company.

**A.** To be present when the roll is called ; to parade sick soldiers and march them to hospital, making over their necessaries to the hospital serjeant ; to receive the company's messing from the contractor ; to show orders to officers ; and to assist the orderly serjeant in his duties. [\*

**Q.** What are the duties and responsibilities of the N.-C. officer in **charge of a barrack room** ?

**A.** He is responsible for the discipline of the men, the regularity of the room, the good order of arms, accoutrements, and necessaries, and for the preservation of barrack furniture, &c. It is his duty to keep the roster of orderly men, to see that the men clean their arms and appointments, and that ventilation is attended to. [\*

**Q.** Whose duty is it to see that the men dress properly, and in good time for parade, and that the knapsacks are properly packed ?

**A.** That of the N.-C. officer in charge of the room. [\*

**Q.** What is the duty of a N.-C. officer in charge of a room, in regard to barrack damages ?

**A.** He should trace damages to individuals, in order that general charges may be avoided. [\*

**Q.** What is the duty of the N.-C. officer in charge of a room with regard to the effects of an absentee ?

**A.** To assist the pay serjeant in securing them at once. [\*

### *Privates, Recruits, Company Fatigue Duties, &c.*

**Q.** How should the **old soldiers** be distributed amongst the squads of companies ?

**A.** In as nearly equal numbers in each squad as possible. [\*

**Q.** In whose charge should every **recruit**, on first joining his company, be placed ?

**A.** In that of a well-conducted, steady soldier. [\*

**Q.** By whom should **passages and stairs** be kept clean ?

**A.** Two orderly men are detailed for the purpose. [\*

**Q.** By whom should grates, tables, &c., be kept clean ?

**A.** Two men are told off daily in each room for the purpose. [\*

**Q.** Whose duty is it to keep in good order the cots, shelves, &c., **soldiers absent on duty or pass** ?

A. It is the duty of the absent soldier's comrade, if he has one—if not, of the orderly men of the room. [\*

Q. Are soldiers permitted to leave their **articles for cleaning**, appointments, brushes, &c., lying about on the shelves or tables?

A. No; everything must be in its place. [\*

Q. Where should each **soldier's name** be placed in the room?

A. On a card attached to bed-head or shelf. [\*

Q. By whom should the men's **hair** be cut?

A. A soldier is appointed for the purpose. [\*

Q. Should N.-C. officers exercise their discretion as to ordering men to have their hair cut?

A. No; the hair of every soldier should be cut periodically, as the captain may direct. [\*

Q. To whom should the soldiers' **washing** be entrusted?

A. To the wives of soldiers on the strength of the company, in equal proportions. [\*

Q. Should the wives of serjeants wash for the men?

A. No. [\*

### *Care of Arms, Ammunition, Appointments, and Necessaries of a Company.*

Q. What **record** should be kept in every company of the distribution and state of the arms, ammunition, and accoutrements, and of the barrack furniture and bedding, &c.?

A. A book, in which every rifle and set of accoutrements is accounted for as in possession of a particular soldier, or in store, armourer's shop, on detachment, &c. The ammunition, furniture, bedding, &c., should be accounted for in the same way, and the total of each article should correspond with the numbers with which the company stands charged in the quartermaster's books. [\*

Q. Before **arms are issued**, what steps should be taken to ensure that they are in a proper state, in order that no doubt may afterwards arise as to the soldier's responsibility regarding them?

A. They should be examined by the armourer. Arms which have been in a soldier's possession should, on being returned to store, be inspected by the armourer in order to have defects made good. [\*

Q. Is a soldier bound to report immediately to his officer any damage which his arms may have sustained?

A. Yes. [\*

Q. How often should soldiers be required to **clean their arms**, &c.?

A. Daily, or oftener, if necessary. On returning from a duty

parade the soldier's first employment should be to put his arms and appointments in a thorough state of good order. [\*

Q. What should invariably be attached to the packets of **ammunition** in the soldier's possession?

A. Labels, with soldier's number, name, and company. [\*

Q. Are the men permitted to use pipe clay or any composition in cleaning their **haversacks**?

A. No; they should use nothing but soap and water. [\*

Q. Are soldiers permitted to **exchange their arms**, accoutrements, or necessities, with other soldiers, or to borrow or lend them?

A. No; they should be forbidden to do so. [\*

Q. What instructions should be given, with a view to preserve **clothing** and necessities in a creditable state in barracks?

A. Clothing should be neatly folded and deposited on the shelf, according to regimental order. Underclothing and small articles should be kept in the pack, and boots at foot of the cot. [\*

Q. May soldiers employ the regimental **tailor and shoemaker** for such work or repairs as they may themselves think necessary?

A. No; regimental tradesmen should not execute work except on requisitions of officers or pay serjeants. [\*

## DUTIES ON DETACHMENT.

### *Ordinary Duties.*

Q. What is the usual method adopted of **crying down credit**

A. A serjeant with a drummer proclaims that persons who give credit to soldiers do so at their own risk, the officers not being responsible. [*Pipon's Military Law.*

Q. What should officers on detachment ascertain as to the **civil authorities** in their neighbourhood?

A. Their names, residence, and jurisdiction. [\*

Q. To whom should the officer commanding a detachment refer in **cases of difficulty** connected with regimental matters?

A. To the officer commanding his regiment. [\*

Q. When the paymaster does not attend for the purpose, by whom is the **muster** of a detachment to be taken?

A. By the officer in command. [*W. O. Explan. Dir., Musters.*

Q. By whom is cash for **subsistence** of detachments supplied?

A. By the paymaster, the pay list of the detachment being forwarded to him in the usual manner. [*id.*

Q. From whom is the officer commanding a detachment to obtain the requisite information as to forms of pay lists, accounts, &c.?

A. From the paymaster. [*id., Pay of Men.*

**Q.** When a detachment is liable to be subsisted by a different paymaster, what document should accompany it?

**A.** A duplicate of the No. 1 Report, of which the original is forwarded by post. [*W. O. Explan. Dir., Pay of Men.*]

**Q.** When a detachment proceeds to another payment, to what date is it paid, and how is it subsisted by the way?

**A.** It is paid up to the day, inclusive, preceding its march; an advance is then made to the officer in command, who accounts for the same to the paymaster by whom pay is next issued. [*id.*]

**Q.** When a company is on detachment, may the quarterly examination of its **savings bank** ledger be deferred?

**A.** Yes, until its return. [*W. O. Circ., 711.*]

**Q.** What arrangements should be made on detachment for the performance of the duties which at head-quarters belong to the regimental **staff**?

**A.** When the detachment consists of only one company, no special arrangement is necessary. Where it consists of two or more, it is usual to appoint an officer to act as adjutant and quartermaster, a colour-serjeant as serjeant-major and orderly-room clerk, and another colour-serjeant as quartermaster-serjeant. But no extra-duty pay is granted, except in the cases specified in the pay warrant. [\*]

**Q.** In what case is a paid **provost serjeant** allowed for a detachment?

**A.** When the detachment consists of two or more companies.

[*A. Circ., 1872, cl. 169; 1874, cl. 27.*]

**Q.** Does the regulation that a **serjeant's mess** should be established wherever practicable apply in the case of detachments?

**A.** Yes. [\*]

**Q.** If the officer in command of detachment desires to bring a soldier before a **C.-martial**, what steps must he take?

**A.** Submit the case, with summary of evidence, medical certificate, and statement of character, to the officer commanding the regiment. [\*]

**Q.** Has the C. officer of a detachment the same power of awarding summary punishment for **offences** as the C. officer of a corps?

**A.** Yes. [\*]

**Q.** How should the C. officer of a detachment ascertain that the minor offences of soldiers, with the punishments awarded, are duly entered in the company's **defaulter books**?

**A.** By periodically comparing the entries in the guard reports with those in the defaulter books. [\*]

**Q.** Are the regimental defaulter sheets of soldiers on detach-

ment kept, and the entries therein made, at the detachment or at the regiment?

A. At the regiment, the necessary particulars being furnished in the detachment returns. [\*

Q. How should the **general duties** of a detachment always be carried on?

A. As far as possible under the system pursued at regimental head-quarters. [\*

### *Mixed Detachments on board Ship.*

Q. How will extra duty pay due to detachments on board a ship on an **outward voyage** be paid?

A. A claim will be submitted by the C. officer to the general or other officer commanding, at the port of disembarkation, who will authorize an accountant to issue the amount. In the case of hospital servants the claim must be submitted by the medical officer in charge, through the principal medical officer at the station.

[A. Circ., 1867, cl. 74 ; 1868, cl. 82.

Q. How should extra duty pay due to troops on board a ship on a **homeward voyage** be claimed?

A. A claim should be made by the C. officer on board the ship, and forwarded to the War Office through the commandant at Netley. In the case of hospital servants the claim must be forwarded to Netley for adjustment. [id.

Q. In the event of the C. officer of detachments returning to this country by the Indian troopships not having in hand sufficient funds belonging to the troops to pay for losses or damages during the voyage, how is settlement of such claims made?

A. The control officer at the port of disembarkation will, on being furnished with the names, &c., of the men liable, advance the amount out of the money due to the men as "ship's clearance," recovering the same from the officer by whom they are next taken into payment.

[A. Circ., 1872, cl. 33.

### *Drafts.*

Q. When the officer commanding a draft receives **documents**, what method should be adopted to guard against error?

A. A receipt should be made out in duplicate, containing a roll of the draft, specifying opposite each man's name the documents concerning him handed over. One copy should be retained by the officer commanding the depot, the other by the officer commanding the draft. [\*

**Q.** When waiting-men accompany a draft to the port of embarkation, what must the officer in charge be careful to do with the documents relating to them?

**A.** He should keep them separate; and if not required, transmit them, before sailing, to the depot. [\*

**Q.** When an officer receives charge of a draft, to what points regarding the **necessaries and accounts** of the men should he particularly attend?

**A.** He should ascertain that all necessaries are forthcoming in good order, see that the accounts are signed, and receive the balances, taking over and paying the debts in the usual way. [\*

**Q.** What should the officer about to proceed in charge of a draft do with reference to the **sea kits** of his men?

**A.** He should receive them from the quartermaster, ascertaining that all are marked and ready for issue on embarkation. [\*

**Q.** What cash should the officer in command of the draft receive from the paymaster?

**A.** The balance of the **advance of pay**, after deducting price of sea kits, grocery or spirit rations, and tobacco (if supplied under arrangements made by the C.-officer).

[*Pay Warrant*, 640; *A. Circ.*, 1871, *cl.* 65. \*

**Q.** When **equipment** is issued to drafts, is it to be accounted for regimentally, or by the officer commanding the draft?

**A.** By the officer commanding the draft. [*A. Circ.*, 1871, *cl.* 9.

### *Detached Duties in the Field.*

**Q.** What conditions are of most moment in the **march** of a detached party on service, in order to secure the object?

**A.** Secrecy, a correct estimate of the time required to perform the march, due rapidity of movement, strict discipline, and regularity of arrangement. [\*

**Q.** Before a march is undertaken by a detached party on service, what information should the officer endeavour to obtain?

**A.** Explanations as to the immediate object (with any ulterior object he must not expect to be made acquainted); instructions for guidance under probable contingencies; information as to the country, branch roads, and obstacles on the route; and as to the position of other detached parties, and of the enemy. [\*

**Q.** What general considerations must always affect calculations as to time in marching?

**A.** The distance to be passed over; the amount of *matériel* in each train; the nature of the country; the obstacles placed in the way by the enemy; and the fact whether or not it is important for the march to be concealed or open. [*Jomini's Art of War.*

A. The movements, or position, of the enemy must decide the point. If the camp is to be used for one night and the enemy is at hand, military reasons must be all-important; while, if the camp is to be used for a longer period, or the enemy is not close at hand, sanitary reasons should prevail.

[*Reg. for Encampments*, 1875.]

Q. Name some of the *military considerations* which must be studied in selecting the site for a camp or bivouac.

A. The troops should be located in such a manner that they can be rapidly formed for action. The camp need not occupy the position for action itself, but should be under cover in rear of it, and so near that it could be immediately occupied. The position selected should, if possible, be such as can neither be commanded nor turned. It should offer the advantage of being easily defended by the number of men available, facilities for retiring from it in good order, proximity to the line of route and communication, and a plentiful supply of good water.

[*id.*; *Lefroy's Handbook*.]

Q. When a detached party encamps or bivouacs, what precaution should be adopted against surprise?

A. Piquets, and an inlying piquet, proportioned to the strength, must be judiciously posted. Frequent patrolling should on no account be neglected. [\*]

Q. When circumstances render it necessary to encamp a detachment on a position commanded by a neighbouring height, what precautions should be taken?

A. The height should be occupied by a piquet, or entrenched, and held by a small force. [*Reg. for Encampments*, 1875.]

Q. In what order of relative importance should *forage, water, straw, and wood*, be taken in considering the facilities for procuring supplies on any particular site?

A. Water, wood, forage, straw. [*id.*]

Q. Name some of the *sanitary conditions* which must be studied in selecting the site for a camp or bivouac.

A. The site should be sandy or gravelly, and dry, but not rough, steep, or stony. The side or top of a hill is to be preferred to the ground at its base. Clay is usually damp, and moss generally indicates marshy ground. Woods should be avoided, because decaying vegetation is apt to produce fever. Ravines and water courses are objectionable because rain often fills them with large streams. Newly ploughed land should be avoided. Grass is always healthy to encamp on. [*id.*]

Q. When an officer is required to occupy a position which is naturally but little susceptible of defence, to what two objects should his first efforts be directed?



*A.* First, to the strengthening of the position by every available artificial means; and second, to the disposition of the troops in the manner which appears likely to remedy the defects of the ground, by preventing the enemy from taking advantage of them. [\*

*Q.* When **leading infantry into action**, what should be studied with reference to the fire of the enemy's artillery?

*A.* To take advantage of all inequalities and accidents of the ground to hide them from the view of the enemy.

*[Jomini's Art of War.]*

*Q.* When an **attack by a detachment** on a particular point has failed, should the detachment fall back on its supports?

*A.* It should not surrender more of the ground that has been gained than is absolutely necessary, unless recalled by superior authority, but rather take cover by occupying houses or cover as near the enemy as possible, keeping up a close fire on him until the arrival of support enables it to resume the attack. [\*

*Q.* When a detachment is told off for the purpose of **covering the assault** of a work, what arrangements should be made by the officer in immediate command?

*A.* The party should be extended under the best available cover within easy rifle range of the work, and directed to keep up a careful, well-sustained fire, so as to prevent the enemy from appearing on the parapet to annoy the storming party in its advance. The fire must be suspended in time as the storming party mounts the ladders or breaches. [\*

*Q.* When a detachment is employed during siege operations in **guarding trenches**, what points should the officer attend to?

*A.* He should prevent indiscriminate firing. If within range, the best shots should be selected to fire through sand-bag loopholes on the top of the parapet, each man being instructed to fire only when a chance of success occurs. The remainder of the guard should remain under cover, ready to repel an attack. Surprise at night should be guarded against by means of piquets and patrols. [\*

*Q.* May the men of a trench guard be employed in any work on the requisition of the engineer department?

*A.* Not without reference to the field officer commanding in the trenches. [\*

*Q.* When an armed **covering party** protects a working party, where is the former placed, and what dispositions are made?

*A.* The covering party is generally placed in front, with detached piquets and a chain of sentries, prepared to repel any attempt to interrupt the work. Strong parties should protect the flanks of the working party. [\*

Q. Should the piquets and advanced sentries of a party covering siege works be permitted to fire?

A. Not except for the purpose of repelling a sortie, the object being rather to avoid observation than to invite attack. [\*

Q. When troops are stationed under fire as a **support to a battery** or other troops, but are not themselves engaged, what precautions should be taken to guard against unnecessary casualties?

A. The men should be required to lie down, under cover if possible. If supporting a battery (or guns in action), care should be taken to avoid massing the troops in a position exposed to the fire directed against the battery. [\*

Q. When a body of troops is required to move, or take up a position in advance of **guns in action**, what should be avoided?

A. Moving in such a direction as would make it necessary that the guns should cease firing. [\*

Q. What rules should be attended to by the officer in command of a detachment on service with reference to the care of spare **ammunition** and the issue of the same?

A. It should be placed in charge of a trustworthy N.-C. officer and escort, and be kept well closed up in rear of the detachment. When passing through streets and villages, and in crossing over water, great care must be taken. When the detachment is under fire, it is desirable that the spare ammunition should be as little exposed as is consistent with its being retained always at hand. Convenient opportunities should be taken to fill up the men's pouches, which should always be kept as full as circumstances permit. [\*

Q. Whose duty is it to see that no unnecessary expenditure of the ammunition of the men takes place on service?

A. It is a most important part of the duty of all officers and N.-C. officers to check useless firing. [\*

Q. When an officer is employed on any duty or service, what points should he attend to, in order that he may **control his men** and keep them all well in hand?

A. He must maintain strict discipline, and keep the men as much as possible under his own eye, insisting on their remaining steadily in the ranks under all circumstances. No straggling or plundering must on any account be permitted. [\*

Q. What rules should be attended to by the officer in command of a detachment on service with reference to the care of **spirits** and the issue of the same?

A. The spirit should be kept under the charge of a N.-C. officer and escort. It should always be issued to the men in presence of an officer. [\*

Q. What precautions should all officers on service take to prevent intemperance among the men?

A. They must use vigilance to prevent the men breaking into stores of liquor, and by constant supervision guard against any possibility of excess. [\*

Q. In occupying a town or village, what **sanitary precautions** should be taken?

A. The medical officer should examine it, with a view to the adoption of measures necessary. Police should be organized, to preserve cleanliness and remove nuisances. [\*

Q. Name some of the methods of **destroying guns**.

A. Knocking off the trunnions; firing a shot against the chace; or heating the metal and battering it. [*Lefroy's Handbook*.

Q. Describe some method of **destroying a railway track**.

A. Rip up the rails, ties, and sleepers; pile up the last two into stacks 3 or 4 feet high, and place a layer of rails on top, so that they project about 6 feet on each side beyond the pile; set fire to it, and when the rails become hot in the middle, the weight of the ends will bend them down. [*Wolseley's Pocket Book*.

Q. Name some of the methods of **destroying locomotives**.

A. Light a fire in the fire-box, having let out the water; or fire a ball through the boiler. [*Lefroy's Handbook*.

† Q. What rules are to be observed as to the **neutrality of ambulances and military hospitals**.

A. They are to be considered neuter, and as such to be protected and respected by belligerents so long as any sick or wounded may be therein. Such neutrality is to cease if the ambulances or hospitals are held by a military force. [\*

† Q. What are the rules regarding the neutrality of persons employed in hospitals and ambulances (comprising the staff for superintendence, medical service, administration, transport of wounded), and of chaplains?

A. They are to participate in the benefit of neutrality while so employed, and so long as there remain any wounded to bring in or to succour. They may even, after occupation by the enemy, continue their duties in the hospital or ambulance, or may withdraw to join their corps; when they adopt the latter course, they are to be delivered to the outposts of the army to which they belong. [\*

† Q. In withdrawing to join their corps, are persons attached to hospitals permitted to carry away hospital equipment?

A. No; but an ambulance permitted to withdraw retains its equipment. [\*

† Q. How are the **inhabitants** of the country who may bring help to the wounded to be treated?

† The answers to these questions are framed in accordance with the Articles of the Convention of Berne, agreed to by the British Government in February, 1865.

A. They are to be respected and remain free. Any wounded man taken care of in a house is to be considered as a protection thereto. Inhabitants who entertain wounded men are to be exempted from the quartering of troops, as well as from a part of the contributions of war which may be imposed. [\*

† Q. What are the regulations regarding the **sick and wounded** of the enemy who may fall into the hands of the troops?

A. They are to be taken care of. [\*

† Q. Under what circumstances and restrictions may wounded men belonging to the enemy be sent back to their own force?

A. When circumstances permit, and with consent of both parties, wounded men may be sent to the outposts of the force to which they belong. Those who, after their wounds are healed, are incapable of bearing arms may be sent back to their own country. Others may also be sent back on condition of not again bearing arms during the war. [\*

† Q. How are **evacuations** of posts or places, and the persons under whose directions they take place, to be protected?

A. By an absolute neutrality. [\*

† Q. How are hospitals, ambulances, and evacuations to be distinguished?

A. By a **uniform flag** bearing a red cross on a white ground, which must be accompanied by the national flag. [\*

† Q. How are individuals neutralized to be distinguished?

A. By an **arm badge** bearing a red cross on a white ground. [\*

## **MUSKETRY INSTRUCTION OF COMPANIES AND DETACHMENTS.\***

### *Responsibilities and Duties.*

Q. What are the responsibilities and duties of a **commanding officer** in regard to musketry instruction?

A. The musketry instruction of the troops, like all other exercises, is placed under the responsibility of the C. officer, who will conduct all correspondence on the subject, and be answerable for the accuracy of all returns. [*Musk. Reg., I.*

Q. What are the duties in regard to musketry of the **field and company officers**?

A. *Majors* are to acquaint themselves with the theory and

† The answers to these questions are framed in accordance with the Articles of the Convention of Berne, agreed to by the British Government, in February, 1865.

\* Questions and answers on rifle drill and practice, and the theoretical principles of musketry, will be found in part I of this work

practice, and to visit frequently men at drill and practice, to see that the regulations are complied with. *Captains and subalterns* are to make themselves conversant with the "instruction in musketry," to be present at the drill and practice of their companies, to acquaint themselves with the proficiency of every man thereof; and they are to be encouraged to take part in the preliminary drills and the individual firing; but their points are not to be included in the figure of merit. All young officers are to be put through the course as recruits. [*Musk. Reg., I.*

**Q.** What are the duties and responsibilities of the "**officer instructor in musketry**"?

**A.** He is charged with the musketry training of young officers and recruits, and with the preliminary drills of the N.-C. officers annually. He is responsible to the C. officer that target and judging-distance practices are conducted with uniformity and in accordance with regulation. He acts as umpire in the case of disputed hits. [*id.*

**Q.** By whom is the officer instructor to be assisted?

**A.** By a subaltern, as "**assistant officer instructor**"; and by a serjeant, as "**serjeant instructor**." [*id.*

**Q.** What qualification is required for these appointments?

**A.** A certificate from a school of musketry. [*id.*

**Q.** Describe the duties and position of **serjeant instructor**.

**A.** He is employed exclusively in musketry training, assists officer instructor, attends target and judging-distance drills and practices, and superintends company instructors. He is exempt from all other duties; and is not subject to the orders of any N.-C. officer except as regards discipline. [*id.*

**Q.** Who is appointed "**company instructor**" in every company?

**A.** The colour, or in his absence the next senior, serjeant of the company. [*id.*

**Q.** What are the duties of the company instructor?

**A.** He is to attend with his company when under instruction, to assist the instructors, and is to be charged, under his captain and the instructors, with the duty of seeing that the men keep up the instruction they have received in the cleaning and management of arms. [*id.*

**Q.** What part are the **N.-C officers** generally to take in musketry instruction?

**A.** To assist as "drills." [*id.*

**Q.** How are parties sent to the **school of musketry** composed?

**A.** Of 1 officer, 2 serjeants, 2 corporals, and 3 privates, including the officer's servant. Lance corporals are not to be sent. [*id.*

**Q.** How are officers selected to accompany such parties?

**A.** The C. officer is responsible that a sufficient number of

trained officers are constantly available as instructors, and he is to give officers every encouragement to qualify. [*Musk. Reg.*, I.]

**Q.** What are the regulations as to selection, equipment, &c., of soldiers sent to the school of musketry?

**A.** Those only are to be selected who are over  $1\frac{1}{2}$  and under 19 years' service, who can read and write, and who are likely to make good N.-C. officers. The parties are to be fully armed and equipped, but without ammunition; they are to be unaccompanied by women; all are to be medically inspected, and reported fit for duty on the day of leaving head-quarters; and company and regimental defaulters' sheets, together with the Form M, showing the extent to which they have been exercised in the current annual course, are to be sent with them in charge of the officer. [*id.*]

**Q.** What members of the **regimental staff** (other than musketry instructors) are required to qualify at the school of musketry?

**A.** The adjutant and serjeant-major. [*id.*]

### *Instruction of the Recruit.*

**Q.** How is the instruction in musketry divided?

**A.** Into "preliminary drill" and "practice." [*Musk. Reg.*, II.]

**Q.** What are comprised under **preliminary drill**?

**A.** 1, Cleaning arms. 2, Theoretical principles. 3, Aiming drill. 4, Position drill. 5, Blank firing. 6, Judging-distance drill. [*id.*]

**Q.** What does **practice** consist of?

**A.** 1, ball practice (*a*, firing singly; *b*, firing by volleys; *c*, independent firing; *d*, firing in skirmishing order). 2, Judging-distance practice. [*id.*]

**Q.** What are the rules as to the **period and duration** of the recruit's musketry training?

**A.** On first joining, the recruit is to be under the adjutant and gymnastic instructor for at least 2 months, and he is then to be handed over to the musketry instructor to be put through the prescribed course, which is usually effected in 3 weeks. [*id.*]

**Q.** What is the exact number of days required for the musketry training of recruits, and how are they to be employed?

**A.** 16 days, 8 of which are to be at preliminary drill, the remainder at practice. [*id.*]

**Q.** May every man be a **good shot**?

**A.** Yes, if he has no defect in his sight. [*id.*]

**Q.** What **number of recruits** should be under instruction at once?

**A.** When there are 60 or more in a battalion, not less than 20 should compose the squad; when there are less than 60, the squad to consist of not less than 10. [*id.*]

**Q.** May a non-exercised recruit join the service companies?

**A.** Not without special authority. [*Musk. Reg.*, II.]

**Q.** May a recruit, after being trained as such, be exercised as a drilled soldier during the course of the same year?

**A.** Yes; but he must go through the preliminary drills before commencing practice. [*id.*]

### *Annual Course for the Trained Soldier.*

**Q.** At what **time of year** is the annual course to begin?

**A.** At home, and in temperate climates, on 1st April; in tropical climates, on 1st October, or at the beginning of the cold season. [*Musk. Reg.*, III.]

**Q.** How and by whom are all **N.-C. officers** to be exercised previously to the annual course?

**A.** Through the prescribed drills (which can be effected in 4 days) by one-fourth at a time, by the officer and serjeant instructors, and they are to be practised to drill one another under superintendence of a regimental field officer. [*id.*]

**Q.** How **many days** are required to put a company through the annual course, and how are they employed?

**A.** 12 days are required, as follows:—4 days for preliminary drill, and 8 days for the first, second, and third periods of individual firing, the volley, independent, and skirmishing practices, and the three periods of the judging-distance practice. [*id.*]

**Q.** When a company is at **aiming drill**, how are men not actually engaged in aiming to be exercised?

**A.** At position drill, with the sight for the actual distance. [*id.*]

**Q.** From what exercises may **first-class shots** and first-class judges of distance be exempted during the annual course?

**A.** The former from the aiming and position, the latter from the judging-distance drills, provided they continue efficient. [*id.*]

**Q.** At what distance are **short-sighted men** to aim?

**A.** According to their powers of vision. [*id.*]

**Q.** During practice, what **daily exercises** should each man perform?

**A.** He should fire at 2 distances, and perform 1 practice in judging distance. If, from proximity of the range, or other reasons, the C. officer deems it advisable, the target practice may be extended to 1 or 2 additional distances (but not to exceed 20 rounds in a day); and a whole period of judging-distance practice may be executed. [*id.*]

**Q.** In how many days are the **volley and independent firing and the skirmishing practices** to be executed?

**A.** The first 2 in one day, and the last in another.



**Q.** By whom are the various firing practices to be **superintended**?

**A.** The captain superintends volley and independent firing and skirmishing practices, also shooting of 1st class; officer instructor is to be present during shooting in 1st and 2nd periods; and the assistant during the other period and practices. *Musk. Reg.*, III.

**Q.** When the company at practice has fired to the **end of the second period**, what is to be done?

**A.** Another company, with its officers and N.-C. officers, is to be struck off duty, and exercised in the preliminary drills, so as to be prepared to take the place of the company at practice by the time it has completed the course. [id.]

**Q.** When the men have unavoidably only **3 nights in bed**, what arrangement is to be made as to the annual course?

**A.** Only one company is to be off duty at a time. [id.]

**Q.** During what months may the annual course be **suspended** for continuous battalion, brigade, or division drills?

**A.** In June, July, and August. In September it is to proceed on such days as there are no brigade or division drills? [id.]

**Q.** Are there any exceptions to the foregoing rule?

**A.** The rule does not apply to recruits, nor to battalions abroad, in which the instruction may be suspended on Wednesday in each week. [id.]

**Q.** In what months should no shooting take place in the United Kingdom, except under special circumstances?

**A.** December, January, and February. [id.]

**Q.** Is it necessary that **every man** should go through the annual course with his company?

**A.** Every company is to be complete when handed over for instruction, to prevent inconvenience arising from casualties. [id.]

**Q.** What is the rule as to exercising men who have not been able to attend rifle drill with their company?

**A.** They are to be exercised with the next company, separate registers and summaries being kept. When every company has been exercised, those who have not before been available are, if 5 in number, to go through a course by themselves. [id.]

**Q.** When a squad consists of **casuals** of different companies, how are they to execute volley, independent, and skirmishing practices?

**A.** Together, the results of the practices (which are not to be executed with the company the men are attached to) being recorded in summaries, and each man credited, in the company's "Musketry Drill and Practice Return," with the average points of the squad in the volley and independent practices, and in skirmishing (when men of different companies must fire at different targets), with the average points of the target at which he fired. [id.]



**Q.** What are the rules as to the firing and classification of soldiers of **defective vision**?

**A.** If reported by the medical officer to be unable to see up to 300 yards, they are to fire at 200 yards, and to be classified according to points obtained, such points being included in the totals from which the averages representing "merit" are taken.

[*Musk. Reg.*, III ; *G. O.*, 16, 1876.]

**Q.** How are men who cannot see up to 200 yards classified?

**A.** As third-class shots, and included in the percentage, to determine the figure of merit. [*id.*]

**Q.** Should "**non-exercised**" men remain when the annual return is rendered, when are they to be exercised?

**A.** Before the next annual course. [*Musk. Reg.*, III.]

**Q.** What are the regulations as to the musketry training of the **Regimental Staff**? Who are included under that designation?

**A.** The Regimental Staff, that is to say, the serjeant-major, military bandmaster, quarter-master serjeant, serjeant instructor of musketry, paymaster serjeant, orderly room clerk, drum major, and armourer serjeant, when once fully trained, are to be exempt from the annual course. Drummers, unless they are lads incapable of bearing arms, are to be trained annually. [*id.* ; *G. O.*, 16, 55, 1876.]

**Q.** Are any **detached or employed men** to be exempted from the musketry course?

**A.** No ; arrangements must be made so that men on detachment may be exercised with the nearest regiment, or be called in to headquarters for the musketry course (*G. O.*, 17, 1876.) In the former case the registers are to be sent to the soldiers' own corps for embodiment in the returns of their companies. [*G. O.*, 16, 1876.]

**Q.** What steps are to be taken during the annual course to ensure that drilled soldiers **keep up the instruction** imparted to them as recruits?

**A.** They are to be catechised in cleaning arms and theoretical principles by the instructor ; and any men found deficient are to be instructed in these subjects until proficient. [*Musk. Reg.*, III.]

**Q.** What soldiers only may be excused from this examination, and from the extra position drills and judging-distance practice?

**A.** First-class shots and old soldiers after the second year of re-engagement. [*id.*]

**Q.** When the **figure of merit** in a company is below 65, what steps are to be taken by the general officer during his tour of inspection?

**A.** The officers of the company are to be required to explain the cause. If the explanation is unsatisfactory, the general officer will, if he think it advisable, require the officers to be examined by the district inspector. [*id.*]

**Q.** When the shooting of a corps or company is reported by the inspector as "**bad**," what course is to be pursued by the general officer?

**A.** The C. officer's attention is to be called to the subject, and the N.-C. officers of such corps or company are to be assembled once a week for half an hour after morning parade, to be trained under the instructor in the method of instruction and the firing exercises and position drill. [*Musk. Reg.*, III.]

### *Prizes for Good Shooting and Judging Distance.*

**Q.** Detail the prizes for **target practice**.

**A.** **FIRST PRIZE**,—To the best shot of the infantry of the army who have practised through the annual course,—£20 and a *silver medal* to be worn on the right breast. **SECOND PRIZE**,—To the best shot of every regiment of not less than 4 companies, all of which have practised through the annual course,—£5 and a *badge worked in gold*. **THIRD PRIZE**,—To the best shot of every company in which 40 men (in depot companies, 30 men) at least have practised through the annual course,—£2, 10s. (*in depot companies, £2*), and a *badge worked in gold*. **FOURTH PRIZE**,—To "marks-men" to the number of 10 per cent. of the men practised through the annual course in each regiment, in addition to the holders of the 1st, 2nd, and 3rd prizes,—£1, and a *badge worked in worsted*. [*A. Circ.*, 1876, *cl.* 32.]

**Q:** Detail the prizes for **judging-distance practice**.

**A.** To the best judge of distance in each company, *i. e.*, the man who having practised in the 1st class, obtains the greatest number of points in the three periods of judging-distance practice,—£1; To 10 per cent of each company exercised in the third period, who having practised in the 1st class obtain the greatest number of points in the three periods of judging-distance practice (inclusive of the best judge of distance in each company) 10s. each.

[*id.*; *G. O.*, 55, 1876.]

**Q.** When **two or more** prizes for target practice have been won by the same soldier, what course is to be followed?

**A.** As no two of the prizes may be held by the same soldier, the second in order of merit will, in each case, succeed to the prize vacated by the winner of a higher prize. [*Musk. Reg.*, VII.]

**Q.** What qualification must be possessed by all **prize holders** for target practice?

**A.** That of a "marksman."

[*id.*

**Q.** To whom is granted the **honorary distinction** (without cunary prize) of a badge of cross muskets and crown in gold?

A. To the serjeants of the best shooting company (of which 40 men have practised) in every regiment of not less than 4 companies, all of which have passed through the annual course, and established a good average "figure of merit." [*Musk. Reg.*, VII.]

Q. May **marksmen** who are **in excess** of the established percentage wear the distinctive badge?

A. Yes. [*id.*]

Q. When are the shooting **prizes to be issued**, and for what period are badges to be worn?

A. The prizes are to be issued on receipt of the authority, and the badges worn for 1 year from the 1st of the succeeding month, or until the next award of prizes. [*id.*]

Q. What special privilege is granted in regard to the medal attached to the **first prize** for target practice?

A. It becomes the property of the winner, and may be worn by him throughout his service. [*id.*]

Q. State the rule regarding the ineligibility of certain "**casuals**" to receive rewards for good shooting or judging distance.

A. Soldiers who by reason of imprisonment or misconduct have practised as "**casuals**" are ineligible. [*id.*]

Q. What is the rule as to **forfeiture** of prizes?

A. Any soldier who, between the date of his annual training and that of the receipt of the authority for the issue of prizes, shall desert or be convicted of felony or of disgraceful conduct, or be discharged with ignominy, shall forfeit any prize awarded to him, and such prize shall not be issued to another soldier. [*id.*]

Q. In **calculating the number** of men entitled to the prize as "**marksmen**," for what fractions are additional prizes to be given?

A. Fractions of 6 and upwards. [*id.*]

Q. What soldier is considered the **best shot of the battalion** (or company)?

A. That soldier who, having obtained 40 points in shooting in the first class (or first class of his company), scores the greatest number of points in the first and second classes together. [*id.*]

Q. What is necessary to qualify a soldier as "**marksmen**"?

A. He must in the yearly practice have obtained at least 40 points in shooting in the first class. [*id.*]

Q. How is the order of merit which is to regulate the issue of money prizes to "**marksmen**" to be determined?

A. By the greatest number of points obtained in the first and second classes together. Should there be a tie, a reference is to be made to the performances in the following practices, taken successively in order detailed; and those men are to be selected who are in the highest class, and have obtained the greatest number of points therein, viz., *For Target Practice*, 1st, to shooting in first

class, if there is a tie ; 2nd, to shooting in the first period ; 3rd, to judging distance in the third period ; 4th, to judging distance in the second period ; 5th, to judging distance in the first period ; —*For Judging-distance Practice*, 1st, to the aggregate results in the three periods of practice, if there is a tie ; 2nd, to the points in first class ; 3rd, to do. in second class ; 4th, 5th, and 6th, to the points obtained in target practice in the same order commencing with the 1st class.

[*Musk. Reg.*, VII; *A. Circ.*, 1876, *cl.* 32.]

*Q.* Are men who undergo **instruction at a school** of musketry eligible, if qualified, for regimental prizes ?

*A.* Yes ; provided they have not been exercised in the yearly course before joining the school. [*Musk. Reg.*, VII]

*Q.* When a serjeant of the best shooting company is **transferred** to another company, is he to resign his honorary badge ?

*A.* He is. [*id.*]

*Q.* Should a serjeant of the best shooting company be either “the best shot of the battalion,” “the best shot of his company,” or “a marksman,” is he to wear the distinguishing badge of that position in addition to the honorary badge ?

*A.* He is. [*id.*]

*Q.* Should any **undue advantage** be taken by a battalion in the execution of the several exercises in target and judging-distance practice, what penalty will be incurred ?

*A.* All prizes will be forfeited. [*id.*]

*Q.* When claims for prizes are **disallowed**, in consequence of irregularities at target practice, &c., who must make them good ?

*A.* Company officers through whose neglect, when superintending the practice, the irregularity occurred. [*id.*]

*Q.* How are the “marksman’s prizes” of **Brigade depots** distributed ?

*A.* According to order of merit in brigade, irrespective of depot, at rate of 10 per cent. of numbers exercised. [*id.*]

*Q.* To whom and when are **applications** for good shooting awards to be submitted ?

*A.* To the inspector general of musketry, with the annual musketry practice return, by whom they will be forwarded to the A.-general. [*id.*]

*Q.* On receipt of the authority for the money prizes, where is it to be notified, and the **names of the prize-holders** published ?

*A.* In regimental orders. [*id.*]

*Q.* May officers bestow **private rewards** for shooting ?

*A.* They are forbidden to do so ; but this does not apply to authorized rifle contests. [*id.*]

*Returns.*

**Q.** What is contained in the "**Musketry Drill and Practice Return of Recruits**," and by whom is it kept?

**A.** It contains names of young officers and recruits, including lads incapable of bearing arms, in order as they join, with a correct entry of points obtained, averages, and figure of merit, &c. It is kept by serjeant instructor, superintended by the officer instructor. [*Musk. Reg.*, VIII.]

**Q.** What is contained in the "**Musketry Drill and Practice Return of the Company**," and by whom is it kept?

**A.** It contains name of every soldier borne on strength of company on the day it commences the annual course, except staff serjeants, drummers, lads incapable of bearing arms, and recruits who do not commence their training as drilled soldiers with their companies, and it is to show the points obtained by each soldier, the average and figure of merit, &c. Captain of company is responsible that this return is correctly kept, as it is the record showing efficiency of every soldier of company. [*id.*]

**Q.** How should names be entered in company practice return?

**A.** By squads or sections, with the N.-C. officers at head, leaving 2 lines between each squad. [*id.*]

**Q.** How should names of men who are not available when the company commences its course, and of all who join it afterwards, be entered?

**A.** After the last section, with an interval of 2 lines. [*id.*]

**Q.** What is to be recorded in the "**Target Practice Register**"?

**A.** One is to be used for each squad or section for a "period," or 4 distances, and is to record the period of practice, the class, number of targets used, the dates the practices took place, the distances fired at, and the result of each shot. [*id.*]

**Q.** What signatures and certificate are the registers to bear?

**A.** The signature of the "marker" and the company officer, who is to certify that the practices were conducted according to regulation, that he examined the targets before and after the firing at each distance, and that the points recorded were obtained by the men opposite whose names they appear, and are the original entries. [*id.*]

**Q.** How are the soldiers' names to be entered in the register?

**A.** In the order in which they appear in the "**Drill and Practice Return**," with the succession number in the said return prefixed. The same rule applies to casuals. [*id.*]

**Q.** May the names of men of a class of 2 or more sections be entered in one register?

**A.** Only if the number does not exceed 20. [*id.*]

**Q.** May casuals of different companies appear in one register?

**A.** Yes; and their performances are to be supplied to their captains at the end of the course, to be transcribed into the drill and practice return. [*Musk. Reg.*, VIII]

**Q.** Who are responsible for the safe keeping of the registers?

**A.** Captains of companies, except those of casuals, which are kept by the officer instructor. [*id.*]

**Q.** What is the register of judging-distance practice to contain?

**A.** One is to be used for each section for a "period" of practice, and is to record the period of practice—the class in which exercised—the object used to judge from—the date—the correct distances—the answers given—and the points obtained by each man. [*id.*]

**Q.** By whom is the judging-distance register to be signed?

**A.** By the N.-C. officer who kept it and company officer. [*id.*]

**Q.** What is the summary to record?

**A.** The results of the performances of squads or sections in the volley, independent, and skirmishing practices—the distance fired at—and the date of the practice. [*id.*]

**Q.** How are the names of the men exercising, with their succession numbers, to be entered in the summary?

**A.** They are to be entered on each form, and in skirmishing they are to be entered opposite the target recording their performances. [*id.*]

**Q.** By whom is the summary to be signed?

**A.** By the company instructor and the N.-C. officer of another company who witnessed the hits being taken off, and by the company officer. [*id.*]

**Q.** Who are responsible for the safe keeping of the summaries?

**A.** Captains of companies. [*id.*]

**Q.** When men are transferred from one company or regiment to another, what course is to be pursued in regard to musketry instruction?

**A.** When men who have not completed individual firing, or are marksmen, are transferred from one battalion to another, their performances (Form M) are sent with them. In other cases, the extent to which exercised, and classification, are to be notified. Men transferred from one company to another should, if possible, conclude their practice with the company with which they commenced. [*id.*]

**Q.** For whose inspection are all company documents connected with musketry instruction to be produced, when, and in whose presence?

**A.** That of the inspector, at his periodical inspections, in presence of the captain of the company and the officer instructor. [*id.*]

## ORDERLY ROOM WORK, REQUISITIONS, RETURNS, AND CORRESPONDENCE OF A DETACHMENT.

*Q.* Who is responsible for the **orderly room work** of a detachment?

*A.* The C. officer; but, in the case of detachments composed of more than one company, he is usually assisted by an acting adjutant. [\*

*Q.* Is it necessary that any **books** should be kept in the orderly room of a detachment?

*A.* No; but it will be found convenient to keep a letter-book and return-book, and, where there are more companies than one, a detachment order-book. [\*

*Q.* To whom are **requisitions** for all articles of equipment, clothing, necessaries, &c., required on detachment to be forwarded?

*A.* To the regimental quartermaster. [\*

*Q.* Are requisitions for articles required on detachment from the Commissariat department to be forwarded direct, or through the C. officer of the regiment?

*A.* Direct. [\*

*Q.* Do detachments forward any **returns** direct to the military authorities or the War Office?

*A.* Only such as may be specially called for. The detachment is included in the regimental returns. [\*

*Q.* What returns and reports should be furnished by detachments to the head-quarters of the regiment?

*A.* A weekly state and sick report, a monthly diary of parades, a return of defaulters, punishments, &c., and any other returns or reports that may be required to enable the adjutant to make the requisite entries in the regimental books and returns. [\*

*Q.* By whom is the *detachment ration return* signed, and how is settlement to be made for rations supplied to detachments?

*A.* The officer commanding will sign the ration return, and communicate to the paymaster the number of rations drawn. The return, with the receipt thereon for rations drawn, will then be sent to the commissary, the particulars being communicated to the contractor. [A. *Circ.*, 1867, *cl.* 52; 1868, *cl.* 8.

*Q.* Does the C. officer of a detachment **correspond** direct with the military authorities or the War Office?

*A.* Not except in reply to direct communications, or under some special direction, or in a case of emergency. Under ordinary circumstances all official letters on matters connected with a detachment should be addressed to the C. officer of the regiment. [\*

**Q.** To whom should all circumstances affecting the soldiers' pay which occur on detachment be reported?

**A.** To the C. officer of the regiment. [†]

## **COMPANY ACCOUNTS.**

### *General Principles.*

**Q.** Under what **heads** may a company's accounts be classified?

**A.** Under two—viz., 1st, Accounts between the paymaster (representing the public) and the captain (representing the company); and, 2nd, Accounts between the captain and the men. [†]

**Q.** Name the accounts which are kept **between the paymaster and the captain.**

**A.** The pay list, with its abstract or general account.

*[Directions on Pay List]*

**Q.** Whether is the paymaster or the captain responsible for the accuracy of the accounts between them?

**A.** Both are directly and personally responsible—the paymaster to the War Office, the captain to his C. officer. [†]

**Q.** Has the captain any responsibility for omissions or improper deductions which may occur in the paymaster's account with himself?

**A.** Yes; it is the captain's duty to see that he receives credit for every item of pay and allowances due to his men, and that no deductions are made except in accordance with regulations. [†]

**Q.** What accounts are kept between the **captain and the men?**

**A.** The ledger, pay and mess sheet, messing book (for infantry not in India), and savings bank ledger, the latter being devoted to the savings bank accounts. [†]

**Q.** Has the paymaster any responsibility regarding the accounts between the captain and the men?

**A.** No; the captain is alone responsible. [†]

### *Accounts between the Paymaster and the Captain.*

**Q.** What is a company's **pay list**?

**A.** It is a claim by the captain against the paymaster for the amount of pay and allowances due by the public to the company for the services of the men during the preceding month, less authorized deductions. [†]

**Q.** Describe the manner in which the pay list is *made out*.

**A.** The name of every N.-C. officer and soldier is entered alphabetically by ranks. In the columns opposite each are stated the number of days for which he is entitled to pay (after deducting



mulct pay), G. C. pay, or allowances, and the number of days for which he is liable to deductions for stoppage or forfeiture of pay. The amount in each rank having been carried separately to the recapitulation table, and the deductions made, the result is the net amount of pay list claimed by company for the month.

[\* *W. O. Circ.*, 922 ; *A. Circ.*, 1874, *cl.* 51;

*Directions on Pay List.*

**Q.** What information is given in a special form in the pay list as to soldiers who have *died or deserted* ?

**A.** The date, place, and cause of becoming non-effective ; amount of effects and credits ; next of kin (in the case of deceased soldiers). [\*

**Q.** What return is entered in each company's pay list regarding soldiers under *forfeiture of pay* ?

**A.** A return showing the names of the men, the period of forfeiture in each case, the date when it commenced, the number of days for which deduction has been made in previous pay lists, the deductions in the present pay list, and the number of days for which deductions are still due. [\*

**Q.** State how companies account in the pay lists for the amount of *finer* levied on soldiers for drunkenness, and of pay stopped for absence without leave.

**A.** The particulars of the fines as recorded in the ledgers are entered in the company's pay lists, in the return of soldiers under forfeiture of pay, &c. ; the fines being enforced for such days as the soldier may be in receipt of pay. Returns of fines and of pay stopped for absence without leave are rendered periodically to the paymaster from the orderly room.

[*A. Circ.*, 1869, *cl.* 156 ; *G. O.*, 18, 1870.

**Q.** When a soldier has been placed, by *sentence of a C.-martial*, under stoppage of pay, to make good a free kit or bounty, or any public property, in what manner is the amount stopped on this account to be recovered from the company by the public ?

**A.** An intimation of sums stopped should be sent periodically to the paymaster from the orderly room, in order that he may charge the same to the company, and account for them to the public. [\*

**Q.** Describe the **abstract of the pay list**, and state how it is made out.

**A.** It is the final settlement for the month between the paymaster and the company, and is made out by the captain. The company is credited with any sum due to it on account of previous month, with net amount of pay list, with withdrawals from savings bank, undercharges in preceding pay list, and such other sums as may be due to the company or individuals composing it. The company is debited with any sum due to the public on account of the previous month, with advances of cash on account by pay-

master, with quartermaster's and other charges, with non-effective balances and deposits in savings bank, with disallowances in preceding pay list, and with any sums which may have been paid by the paymaster on account of the company. The balance shows the sum due to or by the paymaster for the month.

[*Directions on Pay List.* \*

Q. May the *balance of the abstract* be carried on from one pay list to another?

A. Yes. [\*

Q. When and by whom should a company's **pay list be made out**?

A. On the expiration of the month, by the captain; it should be transmitted to the paymaster not later than the 3rd of the next month.

[*Directions on Pay List.*

Q. For what purpose is a company's pay list transmitted by the captain to the paymaster?

A. To give the latter an opportunity of examining it, and stating his objections to any improper entries. [id.

Q. Should the paymaster think it necessary to **correct a pay list**, what course should be pursued?

A. The paymaster will note thereon his objections in such manner as not to obliterate the original entries. His objections (whether involving overcharges or undercharges, or calling for vouchers or further explanation) are to be communicated by him in writing, on W. O. Form, not later than the 10th of each month, to the captain, whose replies thereto are to be returned without delay (duly signed). On receipt of the replies, the paymaster will determine which of the items are to be admitted or disallowed, and will communicate the result to the captain in writing. [id.

Q. When should sums disallowed or undercharges in the pay list be finally adjusted between the paymaster and the company?

A. With the least possible delay. [id.

Q. If the paymaster finds it necessary to return to the company a corrected copy of the pay list, how should it be prepared and rendered to the paymaster?

A. In duplicate. [id.

Q. Where should a list of the **vouchers** forwarded with the pay list be given?

A. On the back of the pay list. [id.

Q. In what manner is **cash** issued by the paymaster for the subsistence of a company during the month?

A. By advances on account on 1st, 8th, 16th, and on or after 22d. Should first three dates fall on Sunday, issue may be on preceding day. Before 22nd the captain should submit to paymaster an estimate of amount required. [\* W. O. Circ., 13th May, 1850.

Q. What is the usual form of the captain's monthly **estimate**?

A. It details on one side the items of pay, allowances, &c., for which it is estimated that the company will receive credit in the pay list, and on the other the deductions to be made therefrom. The proportion in which the instalments will be required may be shown. [\* *W. O. Circ.*, 13th May, 1850.]

Q. Before **charges from quartermaster**, school, library, or any department of the regiment, are presented to paymaster for recovery from companies, what steps should be taken to guard against error?

A. They should be submitted to the captains concerned, in order that they may acknowledge their accuracy by counter-signature. [\*

Q. By whom should charges against companies for work done by **regimental tradesmen** be liquidated?

A. By the paymaster, under authority of the C. officer, the amount being recovered from companies in the abstracts. [\*

Q. How may a pecuniary **claim by one company** against another be settled through the paymaster?

A. The claim being signed by the captains concerned, the paymaster may credit the amount to the one company, and charge it to the other, in the abstracts. [\*

Q. How are **hospital stoppages** notified to the paymaster and recovered from companies?

A. The ordinary stoppage accounts are prepared by the medical officer and sent within 4 days of the expiration of each month to the paymaster for recovery through the company pay lists. The stoppage of a soldier's entire pay, when in hospital owing to his own misconduct, is notified by the medical officer in a weekly return to the C. officer, by whom it is approved, and passed to the paymaster for recovery through the abstract.

[*Purv. Reg.*; *A. Circ.*, 1873, cl. 44, 126.]

Q. Is it necessary that the names of soldiers under hospital stoppage of pay during illness caused by their own misconduct should be published in orders?

A. No. [*id.*

Q. How are **barrack damages** notified to the paymaster, and recovered?

A. The C. officer is furnished with an inspection report of stores by the Commissary, and of buildings by the Royal Engineer department; and under his directions the charges, which are published in regimental orders, are recovered by the paymaster for the public.

[*A. Circ.*, 1870, cl. 74; *Engineer Reg.*, 423; *Com. Reg.*, 330.]

Q. When **travelling warrants** for soldiers or their families, not chargeable to the public, are issued by paymasters, by what means is the charge to be recovered by the paymaster?

A. Through the abstract of the company to which the individuals concerned belong. [3]

Q. In what manner is the **contingent allowance** credited to the company?

A. In the abstract; the authorized deduction being at the same time debited. [3]

Q. What is a **non-effective account**?

A. A statement of account of a deceased soldier or deserter rendered by the captain to the paymaster, with an inventory of his effects, particulars of sale thereof, and savings bank certificate. The pay and other sums due to the soldier to the date on which he became non-effective, the amount realized by sale of his effects, and, except in case of a deserter, his savings bank balance (if any), are placed to credit; ordinary stoppages and regimental debts to the same period, and, in the case of a deceased soldier, his funeral expenses are debited. The N. E. account should agree in every particular with the account in the company's ledger. [3]

Q. Is the estate of a soldier dying in the service entitled to receive credit for any gratuity out of the "Fines fund"?

A. Yes, for such amount as the soldier would have been entitled to had he been discharged from the army on the day previous to the date of his death. [A. Circ., 1874, cl. 12; 1876, cl. 17.]

Q. What is done with the *savings bank balance* of a deserter?

A. It is credited to the public by the paymaster.

[Directions on form.]

Q. What *stoppages* only may be debited in a N.-E. account?

A. Such as do not exceed the rates prescribed by the pay warrant, unless at the request of the soldier, or by the sentence of a C.-martial. The amount debited for pay and messing must not exceed the amount credited per contra for pay, &c. [id.]

Q. If a N.-E. soldier has not been with his regiment more than *3 months after first joining*, from what date is the statement of his accounts made up?

A. From date of joining. [id.]

Q. Are *clothing, arms, accoutrements, or necessities*, or repairs thereto, chargeable in N.-E. accounts?

A. Not unless the articles have been supplied, or work executed, in the month during which the man became non-effective.

[A. Circ., 1876, cl. 60.]

Q. When *clothing, arms, accoutrements, necessities, or repairs* are charged in N.-E. accounts, what voucher must be annexed?

A. The captain's certificate that the articles were actually issued from the public stores, or that the work was performed by his ser, and giving the date of issue or execution. When the articles not provided from the public stores the certificate must show

from what stores they were issued and must be accompanied by the tradesman's receipt. [A. Circ., 1876, cl. 60.]

Q. State some of the rules as to the accounts of soldiers who become non-effective *while on furlough*.

A. No more than the regulated advance of furlough pay may be debited against the man's estate. In the case of a desertion off furlough the accounts are to be made up to the 1st of the month in which the man went on furlough. [id. ; *Directions on Form*.]

Q. What is the rule as to the amount and nature of the "*cash payments*" which may be debited against the estate of a N.-E. soldier.

A. They must not exceed the credit for pay, G. C. pay, ration allowance, and balance creditor of the preceding month. Under the head of "*cash payments*" will be recognized the balance debtor of the prior month, as well as such charges as messing, washing, hair-cutting, barrack damages, subscription to recreation rooms, and other similar expenses. [A. Circ., 1876, cl. 60.]

Q. What is the total amount which may be expended on the *funeral* of a deceased soldier?

A. £1, 15s. [W. O. Reg.]

Q. When the local charges at any place necessarily cause an excess over the authorized charge for a soldier's funeral, how may the amount of excess be recovered?

A. A special representation is to be made to the War Office, with a view to the excess being admitted as a charge against the public. [W. O. Circ., 536.]

Q. When a soldier's N.-E. account shows a *surplus*, what is done with it?

A. It is charged in the abstract against his company, for the purpose of being disposed of by the paymaster, as directed in the Regimental Debts' Act, &c. [\*]

Q. When the balance of a soldier's N.-E. account is a *debt*, by whom must it be made good to the company?

A. By the captain. [\*]

Q. May the *ledger sheets* of N.-E. soldiers be destroyed?

A. Not until 12 months after the men become non-effective.

[G. O. 19, 1876.]

### *Accounts between the Captain and the Men.*

Q. In keeping the accounts of his company with the men, what **objects** should a captain keep steadily in view?

A. To make sure that sums credited to the company are paid to the individuals entitled to them; and that sums charged to the company are recovered from the persons liable for them.

Q. What record is kept in every company of "**cash payments**" to the men?

A. A pay sheet for each month. [\*

Q. Describe the **pay sheet** of a company.

A. It contains the name of every soldier, and a column for each day of the month, in which the pay issued is to be entered. Against each name appears the balance, whether debt or credit, of the preceding month's account. There is a column for the monthly addition of the pay issued, and a column for the officer's signature. The pay sheet is so arranged that the accuracy of the addition of the total pay issued during the month to each individual may be checked by the addition of the total pay issued on each day to the company. The pay sheet also contains a mess roll, and a column for necessities for which stoppages are to be made. [\*

Q. How often should the pay sheet be examined by the captain?

A. Daily [\*

Q. Should payment for necessities or bills of any kind be entered in the pay sheet?

A. No ; being entered under separate heads in the ledger, they would appear twice if included in the pay sheet. [\*

Q. What information does the **messing book** contain ?

A. The number in mess, and the daily rate of messing for the month. There is also a column for the "refuse" money credited to the company in aid of the expense of messing, and the daily amounts to be charged to the men. [\*

Q. How often should the **bills** of a company (such as those for messing, washing, and hair-cutting) which are not liquidated through the paymaster be paid by the captain?

A. Monthly. [\*

Q. Describe a company's **ledger**.

A. It is a book (W. O. form) containing on each leaf columns for the several amounts with which a soldier is debited and credited. Every man is to have a clear leaf of the ledger to himself, with name and number written on the top of each page.

[*Instructions in Ledger.*

Q. May a new account be opened on a leaf in the ledger containing the account of a man who has become *non-effective*?

A. No. [id.

Q. When soldiers are *transferred* to another company, may the leaf containing their ledger account be transferred also?

A. No ; a certified copy (on W. O. form) of the last account will be forwarded with each. [id.

Q. How often and in what manner should each soldier's account in the ledger be *written up and closed*.

A. It should be closed on the last day of each month. The

amount of all pay and allowances to which the soldier is entitled is to be credited. He is to be debited with messing, cash payments, hospital and other charges, and articles of any kind supplied to him. The account is then to be balanced, care being taken to leave a space for the signatures.

[*Instructions in Ledger.*

Q. How should the *entries* in the company's ledger be made?

A. The rate of pay and allowances, and of messing and other charges, is to be stated. Articles are to be detailed, the price and date of issue being specified. No two entries should be made on the same line unless the articles have been issued on the same day. [id.]

Q. What record of *finer* inflicted for drunkenness is contained in the ledger, and what is its object?

A. The name of every man fined, with a detailed statement of particulars, according to printed form. Its object is to show at each settlement to what extent each fine has been recovered. [id.]

Q. With what must the statement of fines in the ledger always correspond?

A. With the entries in the monthly pay list form, "Return of Soldiers under forfeiture of pay." [id.]

### *Monthly Settlement of Accounts.*

Q. Explain the **method** of monthly settlement adopted between the captain and the men.

A. The captain is required to settle personally with his men. Every man who can write, however badly, is to sign his name to his account (or if he cannot write, to make his mark, duly witnessed), in presence of the captain, who will sign it at the same time, and whose signature is a voucher that he saw the man attach his signature to the account after having had it read over and explained to him. [G. O., 8, 1874; *Directions in Ledger.*

Q. May the pay serjeant of the company sign his name as a **witness** to a soldier's mark in the ledger?

A. No. [id.]

Q. Is the individual who signs his name as a witness to a soldier's mark responsible in any way for the accuracy of the account?

A. No; he is simply a witness that the soldier has acknowledged the correctness of the account by attaching his mark. [\*]

Q. Should the soldier's balance be entered in the **pocket ledger**, and be signed in conformity with the Queen's Regulations at the actual time of settlement?

A. Yes.

[\* *Directions in Ledger.*

**Q.** What statements in regard to payment and accounts are contained in the **captain's certificate** of monthly settlement.

**A.** (1) That the captain has settled personally with the pay serjeant and men; (2) That each account has been duly completed and signed, and that each man is satisfied; (3) That the debts are £——, the credits £——; (4) That each balance has been carried forward; (5) That the men have been paid weekly in presence of an officer. [G. O., 8, 1874.]

**Q.** What information must every captain be prepared to give to the C. officer regarding **debts and credits**?

**A.** A full explanation as to each, and to show that every balance of more than a few pence has been caused by unavoidable circumstances, and not by failing to issue the proper amount of pay, or to impose authorized stoppages. [\*]

**Q.** Detail some of the circumstances which, being unavoidable, are held to be valid reasons for large debts or credits?

**A.** If a debt has been caused by any crime, by an unexpected charge from the paymaster, by accident, by the unexpected supply of necessaries, or by anything which could not have been foreseen, it may be considered unavoidable, provided the full stoppages have been imposed. A large credit may be justified by the fact that the soldier has been in hospital or under stoppages for necessaries not yet issued, or that money has been credited to him on some accidental account by the paymaster. [\*]

**Q.** In whose hands are the soldier's credits to be retained?

**A.** In those of the captain. [\*]

**Q.** Should the accounts of **men in hospital** be read and explained to them at the monthly settlement?

**A.** Yes. [\*]

**Q.** What should be done with the accounts of **men on furlough**?

**A.** They should be made up, a copy being sent to them. [\*]

### *Balance and Cash Account Sheet.*

**Q.** What is contained in the balance and cash account sheet of a company?

**A.** The captain's cash account; the pay serjeant's cash account; the balance sheet; and statement showing amount of gain or loss caused by errors in the accounts of the month. [G. O., 65, 1868.]

**Q.** Describe the **captain's cash account**.

**A.** It contains a statement, in separate columns, of the captain's receipts and disbursements, from day to day, throughout the month. The account is balanced on the last day of the month. [id.]

**Q.** Name some of the items which usually appear as receipts and disbursements in the captain's cash account.



A. Cash on hand on 1st; cash received on account of the company from the paymaster; sums received from other companies; deposits in the savings bank; and payments to the company by captain on account of debts of N.-E. men, are receipts. Cash issued to the pay serjeant; payment of contingent allowance; and withdrawals from the savings bank, are disbursements. [G. O. 65, 1868.]

Q. Describe the **pay serjeant's cash account**.

A. It contains columns for the daily receipts and disbursements under different heads; a column for the signature of persons to whom cash is paid; and a column in which is shown the balance on hand at the close of each day's transactions. The account is balanced on the last day of the month. [*id.*]

Q. Name some of the items which may properly appear as receipts and disbursements in the pay serjeant's cash account.

A. Cash in pay serjeant's hand on the 1st; cash received from day to day from the captain, and small sums from other companies, are receipts. Payment for groceries (when not procured under contract); pay issued to the men; payment of levy money and bounty; and sundry payments on account of such items as cooking nets, extra baggage, escort advances, charges from other companies, washing bills, serjeants' mess, band messing, pay of attached men, hair-cutting, and prisoners' subsistence, are disbursements. [*id.*]

Q. Explain the object and nature of a company's **balance sheet**.

A. To enable the captain, by balancing the credits (*i.e.*, sums recoverable) of his company against its debts, to show the state of its affairs at each monthly settlement. If the debts and credits, when correctly stated, exactly balance, the accounts have been accurately kept, and no loss has been sustained. If the debts exceed the credits, the company has lost money, either through bad debts or error, which it is the captain's duty to make good. If the credits exceed the debts, an error has occurred, or a payment has been omitted, which it is the captain's duty to rectify. [*id.*]

Q. What items constitute *credits* in the balance sheet?

A. Sums recoverable—(A) from the captain, such as cash in hand, value of necessaries in hand, debts of non-effectives, deficiencies caused either by fraud or error; (B) from the men, such as debts as per ledger, overcredits in ledger, omissions or undercharges in ledger; (C) from the paymaster, such as credit of abstract, allowances undercredited or omitted, erroneous or overcharged deductions, withdrawals from savings bank not credited in abstract any part of contingent drawn before credited in abstract; (D) from other corps or companies, such as debts of detached or transferred men.

**Q.** What items constitute debts in the balance sheet?

**A.** Sums due—(a) to captain, such as amount of cash advanced contingent (if credited before drawn); (b) to the men, such as credits in ledger, undercredits or overcharges in abstract; (c) to paymaster, such as debt of abstract, allowances overcharged, reductions omitted or undercharged, savings bank interest, &c.; (d) to tradesmen for unpaid bills (provided the items have been charged against the men); (e) to other companies or corps on account of attached or transferred men.

**Q.** How is the recovery of the credits and the discharge of the debts of a company indicated in the balance sheet?

**A.** A letter is entered opposite each item in columns provided for the purpose, to show where the receipt or payment is recorded: L, signifies recorded in ledger; C, in captain's cash account; S, in pay serjeant's cash account; A, in paymaster's abstract; F, carried forward to next month's balance sheet.

**Q.** How is the amount of gain or loss caused by error in the accounts of a month ascertained?

**A.** By comparing the surplus or deficit in the balance sheet with the surplus or deficit of the preceding month. When both months show a surplus (or deficit), the difference between the two is the gain or loss, but when a surplus appears in one, and a deficit in the other, the sum of the two is the gain or loss. [id.]

**Q.** May a captain rely on finding that the cash in hand, if accurate in amount, is sufficient to liquidate every claim for the month, provided the paymaster has credited all that is due?

**A.** No; it occasionally happens that the credits of a company, such as debts of the men, sums due by other corps or companies, credit of the paymaster's abstract, &c., although eventually recoverable, are not immediately available, and that a temporary insufficiency of cash in hand at the end of a month is to a trifling extent the result. [\*]

**Q.** May a captain short pay his men so that the sums due to them in his hands may be available for other purposes?

**A.** No. [\*]

**Q.** May a captain postpone payment of bills when, owing to the credits not being immediately available at the close of a month, the cash in hand is temporarily insufficient?

**A.** No; such a course, besides being opposed to the spirit of the Regulations, is inexpedient, as there is no more of loss than the practice of allowing bills to stand after they are due. [\*]

In consequence of the credits of a company not being immediately available, a temporary insufficiency of cash or

ars, by whom should the sum required to make it good be advanced?

A. By the captain; the amount being recovered out of the next issue of subsistence, or as soon as the credits in question are realized. [\*

Q. If, in consequence of debts which are not recoverable, or of errors which cannot be traced or rectified, or of any **actual loss** caused by negligence or otherwise, a deficiency be found to exist in a company's cash, who is responsible for the same?

A. The captain must not only make good the pecuniary loss, but will be required to account satisfactorily for its occurrence. [\*

### *Company Savings Bank Accounts.*

Q. How should the **money received** by captains as savings bank deposits be disposed of?

A. The amount having been credited in the soldier's savings bank account, the cash, which becomes public property, should be applied by the captain to the payment of such public services as it is his duty to defray. [W. O. Circ., 711.

Q. What is the maximum of each soldier's **deposit** in the savings bank upon which interest is allowed in any one year?

A. £30 (exclusive of interest added). [id.

Q. What is the *largest sum* which can be held in a military savings bank on account of the soldier?

A. £200 (inclusive of interest added). [id.

Q. In calculating a soldier's deposits in a military savings bank, on what day is *the year* to be considered as ending?

A. On the 31st March. [id.

Q. If a sum remains deposited at the end of the year in a savings bank *in excess of the limit* of £30, is such sum to be considered a deposit made in the ensuing year, and to bear interest?

A. It is. [id.

Q. Is the amount of interest which is allowable affected by the investment of a *gratuity*?

A. No. [id.

Q. May money deposited by a soldier be *transferred to any third party*, or withdrawn, except under his own order?

A. Not unless forfeited to the public. [id.

Q. When a soldier withdraws money from the bank, must it be *paid to him personally*, and what *receipts* are taken?

A. When possible it should—his receipt being attached to the company savings bank ledger. He is likewise to give a separate receipt in the required form, for the War Office. [id.

**Q.** At what time only may deposits be made and *entered* in the *savings bank ledgers* of companies?

**A.** On the monthly settlement day. [W. O. Circ., 711.]

**Q.** In what manner is the receipt of all *deposits* to be *acknowledged* in the company savings bank ledger?

**A.** By the signature of the captain? [id.]

**Q.** If a soldier deposit money which is the *property* of another person, what pecuniary penalty is incurred?

**A.** The sum is forfeited to the public, one half, not exceeding £5, being allowed to the informer. [id.]

**Q.** What are the rules regarding the rate of *interest* allowed on deposits in a military savings bank?

**A.** The rate is £3, 15s. per cent. per an.; no interest is allowed on other parts of a pound than 6s. 8d. and 13s. 4d., nor on sums that have not remained on deposit at least 1 month, reckoned from last day of settlement; interest is only allowed upon sums withdrawn up to settlement day preceding day of withdrawal, unless such day be settlement day. [id.]

**Q.** How often is the interest added to principal?

**A.** Quarterly, and thenceforward bears interest. [id.]

**Q.** When a soldier desires to *withdraw* the whole, or any part of his deposit, what notice is he bound to give his captain?

**A.** At least 7 days, in order that arrangements may be made for repayment at the next settlement. [id.]

**Q.** Is a captain authorized to dispense with notice?

**A.** If he is satisfied that the immediate withdrawal would be for the advantage of the soldier, he is. [id.]

**Q.** When the captain of a company has strong grounds for believing that a soldier intends to make an improper use of his money, may he decline to allow him to withdraw it?

**A.** He may, until the C. officer of the regiment or station has been referred to. [id.]

**Q.** What is the *smallest sum* that can be deposited or left in the savings bank?

**A.** 1s. [id.]

**Q.** When a soldier's proposed withdrawal would leave less than 1s. to his credit in the savings bank, what is the captain's duty?

**A.** To require that the whole shall be withdrawn. [id.]

**Q.** Before a soldier who has money in a *civil savings bank* can make a deposit in a military savings bank what must he do?

**A.** Withdraw his deposit from the civil bank. [id.]

**Q.** If a soldier withdraw from a civil, and deposit in a military savings bank, £45, of which £15 had been placed in deposit on or after the first of April preceding, *what further sum* can he deposit interest within the year ending on the next 31st March?

A. £15, the sum required to make his total deposits for the current year up to £30. [W. O. Circ., 711.]

Q. When a soldier desires to *withdraw from a civil savings bank* in order to deposit in a military savings bank, but is unable to attend personally, what steps should he take?

A. Give an order for withdrawal (with interest) in favour of agent or paymaster, signed by himself in presence of his C. officer; which order, with the civil savings bank book, will be transmitted to the agent or paymaster, who, on receiving the amount, will acquaint the C. officer with date of payment and amount received, specifying how much of it had been placed in deposit on or after preceding 1st of April. The amount will then be credited in the military bank, interest being calculated from next settlement. [id.]

Q. When a soldier who is about to be discharged wishes to have his deposit in the military savings bank *transferred to a civil savings bank*, what steps should be taken?

A. He should be warned that such transfer is made at his own risk, and he should be required to give some written instructions for the new account to be opened, which would be held to be a sufficient authority to the civil savings bank to receive the sum and place it to his account. [id.]

Q. What are the provisions of the warrant regarding deposits of **a N.-C. officer promoted to a commission**?

A. They may remain in the bank, but without interest. [id.]

Q. On the **transfer** of a depositor from one regiment or company to another (except to and from India), or from the service companies to the depot, what is done with his deposit?

A. It is transferred with him.

[id.; A. Circ., 1868, cl. 50.]

Q. When a depositor is transferred (except in the case of transfers to and from India) to or from the service companies or depot, or from one regiment or from one company to another, in what manner is the amount of his account transferred with him?

A. The captain of his company is to furnish the captain of the company to which he is transferred with a statement of the balance due to him. The captain of the company to which the soldier is transferred will, on receipt of the statement, open an account in his company ledger, and insert the balance as reported.

[W. O. Circ., 711.]

Q. How are savings bank balances due to transferred soldiers proceeding to *India* to be dealt with?

A. They are to be transferred to the War Office, the amounts thereof, dates to which interest is calculated, and the corps to which the men are proceeding, being specially reported.

[A. Circ., 1868, cl. 5.]

**Q.** How are savings bank balances due to men transferred from India to Great Britain or a colony to be dealt with?

**A.** They are to be remitted to London, in order that they may be re-invested under the directions of the Secretary of State for War. [A. Circ., 1868, cl. 50.]

**Q.** When a savings bank account is transferred from one regiment or company to another, what is done with interest for current quarter?

**A.** If date of transfer be the last day of a month, interest to that day is added to principal; if otherwise, it is calculated to the last day of preceding month. In both cases principal and interest are transferred in one sum. [W. O. Circ., 711.]

**Q.** In cases of transfer, what must be noted in the bank ledgers of the company giving and the company receiving the transfer?

**A.** The transfer of the soldier on his account in the ledger of the company giving the transfer, and the date of the transfer on the face of the man's account in the ledger of the company receiving him. [id.]

**Q.** When a soldier is transferred, whether is it the duty of the captain making or of the captain receiving the transfer to state the transferred soldier's savings bank account in his *annual abstract*?

**A.** Both captains will state the account in their annual abstracts as it stands in the bank ledgers of their companies. [id.]

**Q.** May the removal of a savings bank balance from one regimental savings bank to another be effected by a remittance of money?

**A.** No. [id.]

**Q.** For how long may a discharged soldier leave money at interest in a military savings bank?

**A.** For six months from date of discharge. [id.]

**Q.** When a soldier is convicted of desertion, or recorded by a board as a deserter, what is the effect on his savings bank deposits?

**A.** They are forfeited to the public. [id.]

**Q.** When deserters return to their regiments, and have their savings bank deposits restored, is a deduction to be made from the amount of interest on account of the period of absence?

**A.** No. [id.]

**Q.** When a soldier dies, on what date is the interest on his deposits to cease?

**A.** On day of settlement next after decease, or, in case of decease upon a day of settlement, at date of death. [id.]

**Q.** When a soldier dies or deserts, how should the captain of his company deal with his savings bank deposit?

**A.** He should withdraw the amount from the bank. In a case of death, he should bring it to credit in the N.-E. accounts;

and in a case of desertion place it in the hands of the paymaster. [W. O. Circ., 711.]

Q. Who is responsible for the **company's savings bank ledger**?

A. The captain. [id.]

Q. Should any notice be taken of a soldier's savings bank balance in his **pocket ledger**?

A. Yes; the sum due to the soldier on the day of monthly settlement by the savings bank should be entered in the prescribed form, the entry being signed by the captain. [id.]

Q. When and with what object is a **statement of deposits and withdrawals** to be forwarded by the captains to the orderly room?

A. Immediately after each settlement, in order that the required entries may be made in the regimental savings bank ledger, and that the monthly statement (W. O. form) of deposits and withdrawals may be furnished to the paymaster. [id.]

Q. When savings banks deposits of a **soldier temporarily attached** to a company to which he does not belong are received or paid by the captain of such company, what course should be pursued?

A. The captain who pays or receives the deposit will account for it in the statement which he transmits monthly to the orderly-room, noting therein, opposite the man's name, the number of the company to which he belongs, and in the bank ledger of which his account is still kept. The number of the company to which the soldier is attached is to be noted on the face of his account in the savings bank ledger of his own company. [id.]

Q. Are **gratuities** invested for the benefit of a soldier entered in the savings bank ledger of his company?

A. No. [id.]

Q. What arrangement is sanctioned as to the savings bank deposits of **invalids** who have been sent to Netley?

A. They are retained at the depots until the men are to be discharged, when the amount due to each is charged as a "withdrawal" and credited as a "remittance," the W. O. form being transmitted to the paymaster at Netley.

[A. G. Circ., Mem., 261, 344.]

### *Taking over a Company.*

Q. When a company is taken over by one officer from another, what is the **usual method** adopted?

A. The officer taking over the company receives into his charge the whole of the public property, cash, books, necessities, and accounts. Having ascertained that the cash is correct, and that

all articles are forthcoming in good order, and that all claims have been settled, both officers forward to the C. officer certificates of the transfer having been effected. [\*

**Q.** When an officer takes over a company, what articles of public property does he receive into his charge?

**A.** The arms, ammunition, accoutrements, haversacks, greatcoats, squad bags, barrack furniture, utensils, and bedding. [\*

**Q.** How may the officer taking over a company ascertain that all articles of public property are forthcoming?

**A.** By a reference to the list of public property with which the company stands charged in the quartermaster's books. [\*

**Q.** By whom should the officer taking over a company require the arms to be inspected at the time of transfer?

**A.** By the armourer. [\*

**Q.** When an officer takes over a company, what books and documents should he receive into his charge?

**A.** (1) Books required by regulation; (2) Books and documents connected with musketry instruction; (3) Serjeants' field exercise books; (4) Duty roster; (5) Arms book; (6) A state of the company. [\*

**Q.** In taking over books, what should be looked to?

**A.** That all proper entries have been made. [\*

**Q.** How should the necessaries of a company be taken over?

**A.** Each man should be required to lay down his kit, and the officer should ascertain that every article is forthcoming in good order and marked. He should ascertain that the proper entries are made and signed in the pocket ledgers. [\*

**Q.** How should company accounts be taken over?

**A.** The officer should ascertain—1st. That the entries have been properly made and signed; 2nd. That the men have no unsettled claims; 3rd. That all bills and other claims against the company have been settled; and 4th. He should require the production of the last balance sheet, and a statement of cash received and expended since the date thereof, showing the balance at date of transfer. [\*

**Q.** Is an officer bound to take over all the debts of a company?

**A.** Not more than £10 with a company, or 10s. with an individual. The difference, when recovered from the men, is to be remitted to the officer entitled to receive it. [\*



## Queen's Regulations and Orders for the Army.

[*Q. Reg.*, S. 4, § 33 (c).]

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### **PRECEDENCE AND DISTINCTIONS OF CORPS.**

*Q.* Are corps on parade always drawn up in **order of precedence**?

*A.* No ; they are drawn up as the C. officer may judge convenient. [*Q. Reg.*, 1, § 3.]

*Q.* By whom should the **colours** be carried?

*A.* By the two junior lieutenants. [*id.*]

### **COMMAND AND RANK.**

#### *General Rules.*

*Q.* To **what officer** does the command belong under all circumstances?

*A.* The senior combatant officer, according to date of army rank. In case two commissions of the same date interfere, a retrospect is to be had to former commissions. [*Q. Reg.*, 2, § 1.]

*Q.* When regiments or detachments are employed together on any duty, how is the command to be exercised?

*A.* Each will act under its own commander, the whole being under the senior combatant officer. [*id.*]

*Q.* In what case is a **half pay officer** qualified to assume command?

*A.* When holding an appointment on the staff of the army, and on becoming the senior combatant officer present. [*id.*, § 2.]

*Q.* What precedence and command do **local and temporary ranks** carry with them?

*A.* The same as permanent rank ; but the latter gives precedence in the same grade. [*id.*, § 3.]

*Q.* How are captains with the **brevet rank** of field officer to do duty?

A. As field officers in camp or garrison; but they are also to perform all regimental duties according to their regimental rank.

[*Q. Reg.*, 2, § 5.]

### *Relative Rank.*

Q. How is the relative rank of officers of the **regular forces, marines, and auxiliary forces** determined?

A. Officers of the regular and marine forces command officers of other branches; officers of militia rank together according to commissions; officers of yeomanry and volunteers when serving with officers of regular, marine, and militia forces rank as juniors of their grades.

[*Q. Reg.*, 2, § 12.]

Q. Does the relative rank of officers of the **army and navy** give any claim to command?

A. No; a naval officer has no claim to command land forces on shore; nor has a military officer the right to command squadrons or ships or any of the officers or men thereto belonging, except under authority of the government in England.

[*id.*, § 14.]

### *Command and Precedence in the Colonies.*

Q. Is the **governor** of a colony invested with the command of the regular forces serving therein?

A. Not without special appointment.

[*Q. Reg.*, 2, § 15.]

Q. May the governor of a colony communicate officially with subordinate officers of the troops?

A. Not without the concurrence of the commander of the forces, except in a case of urgent necessity, which must be immediately notified to that officer.

[*id.*

Q. Define generally the province of the governor and that of the **military commander** in reference to the employment, distribution, and command of troops under ordinary circumstances in a colony.

A. The governor determines the objects with which, and the extent to which, the troops are to be employed, and gives general directions for the safety of the colony. The officer in command determines all military details, and is responsible for the duties and discipline of the troops. He grants leave of absence, makes returns, &c., to the governor, convenes C.-martial and carries out their sentences, except sentences of death, which must be approved by the civil governor.

[*id.*, §§ 16, 18, 19, 20, 21.]

Q. In what case is the entire military authority over the troops in a colony to be assumed by the military officer in command?

A. In the event of the colony being invaded or assailed and being the scene of operations.

[*id.*, § 23.]

**HONOURS AND SALUTES.***General Rules.*

**Q.** How should the **sovereign** and members of the Royal Family always be received by troops?

**A.** With the highest honours. [Q. Reg., 3, §§ 1, 3.

**Q.** With what honours should general officers **in command** and field marshals be received?

**A.** Both with a general salute; the latter with lowered colours, except when a member of the Royal Family is present. [*id.*, §§ 4, 5.

**Q.** How should C.-officers of garrisons, camps, &c., under the rank of general officer, be received?

**A.** With the honours due to rank one degree higher. [*id.*, § 6.

**Q.** When **regiments or armed parties meet** on the march, how are they to pass each other?

**A.** Marching at attention, with arms shouldered, swords drawn, bayonets fixed, and bands playing. [*id.*, § 10.

**Q.** What rules are laid down in the Queen's Regulations as to **officers saluting**?

**A.** They are to salute their seniors on parade or duty, when reporting themselves, or making a report, or as staff officers, delivering an order to them. Officers are to salute with the right hand, or, when the sword is drawn, with the sword, without taking off their caps. [*id.*, § 11.

**Q.** What is the rule as to officers returning soldiers' salutes?

**A.** They are to return the salutes of N.-C. officers and soldiers except when their swords are drawn. A salute to two or more officers is to be returned by the senior. [*id.*

**Q.** Is a cadet to salute officers?

**A.** Yes, if they are in uniform. [*id.*, § 12.

**Q.** What general rule is laid down for the guidance of **N.-C. officers and soldiers** as to saluting officers?

**A.** They are to salute all officers whom they know to be such, whether dressed in uniform or not. [*id.*, § 13.

**Q.** How should a soldier, if standing still, salute an officer passing him?

**A.** Turn towards him, come to attention, and salute. [*id.*

**Q.** When a soldier addresses an officer, what mark of respect is he to pay him?

**A.** Salute, and halt two paces from him. [*id.*

**Q.** When should soldiers walking salute an officer?

**A.** As they pass him. [*id.*

**Q.** When a soldier appears in a room before an officer or a civil magistrate, is he to remove his cap?

A. On appearing before an officer, he is not ; but on appearing before a magistrate in a civil court, he is to do so, except when on duty under arms. [Q. Reg., 3, § 13.]

Q. What mark of respect is to be shown to an officer by a soldier who is without his cap, or is carrying anything that prevents his saluting properly ?

A. He will stand at attention till the officer passes, or, if walking, will turn his head slightly towards him. [id.]

Q. When individual soldiers meet troops, how are they to act ?

A. They are to salute the C. officer and colours. [id.]

Q. Should N.-C. officers commanding armed or unarmed parties pay compliments to all officers when passing them ?

A. Yes, if the officers are in uniform. [id.]

Q. What rule is to be observed by soldiers as to saluting officers other than regimental ?

A. The proper compliments are to be paid to officers of the navy, marines, militia, volunteers, departments, and of other regiments, when in uniform. [id., § 14.]

Q. When a member of the Royal Family passes along the front of a camp to inspect it, how should the troops act ?

A. Turn out, but not under arms, and fall-in in front of the tents. [id., § 15.]

Q. What is the composition of a guard of honour ?

A. In some cases 100 rank and file, with 1 captain, 2 subalterns, and colour, proportion of serjeants, and band ; in others 50 rank and file, two officers, and colour. [id., §§ 16, 17.]

Q. Should guards salute colours passing them ?

A. Only if the colours are uncased. [id., § 20.]

Q. What is the rule as to guards paying compliments to general officers and governors ?

A. They are to turn out and pay compliments to general officers in uniform and civil governors. Guards and parties marching will pay compliments to general officers in uniform. [id., § 22.]

Q. Is an officer who is not in uniform entitled to the compliment of a guard turning out ?

A. No ; but members of the Royal Family, the Lord-Lieutenant of Ireland, and governors, or lieut.-governors are excepted from this rule. [id.]

Q. What compliments are to be paid to regimental C. officers, irrespective of army rank, by their guards ?

A. The guards are to turn out and present arms once a day. [id., § 23.]

Q. When persons entitled to be saluted pass in rear of a guard, what is to be done ?

A. The guard stands with shouldered arms to its proper front; but no drum beats or bugle sounds. [Q. Reg., 3, § 24.]

Q. When persons entitled to a salute pass during relief of a guard, what is to be done?

A. Both guards are to salute as they stand by command of the senior officer present. [id.]

Q. What are the rules as to compliments by guards and sentries to armed and unarmed parties?

A. To armed parties, guards stand with shouldered arms, sentries present; to armed corps, guards and sentries present. Guards are to pay no compliments between "retreat" and "reveille." Guards need not turn out to unarmed parties. [id., §§ 25, 27.]

Q. Define an "armed corps."

A. A regiment of cavalry, a battery of artillery, a battalion of infantry (with or without colours), and engineers of not less than four companies. [id., footnote.]

Q. When guards are visited on duty by general officers or by the officers of the day, how should they receive them?

A. If mounted over a member of the Royal Family, or the residences of viceroys and governors, they will turn out and receive them with shouldered arms. All other guards should present arms to general officers and field officers of the day. [id., § 26.]

Q. What is the general rule for sentries saluting officers?

A. They halt, front, and present to general and field officers, and shoulder to officers of inferior rank. [id., § 27.]

Q. What compliments are to be paid to officers by sentries mounted over a general officer's quarters?

A. They are to present to general officers only, stand with shouldered arms to others. [id., § 28.]

Q. What is the rule as to compliments to officers of other services by guards and sentries?

A. Officers of the navy, marines, militia, and volunteers receive the same compliments as officers of the army. Sentries only pay compliments to officers of the army departments, according to their relative rank. [id., § 29.]

### *Military Funerals.*

Q. What is the rule as to attendance of officers and men, in addition to the firing parties, at funerals?

A. The funeral of an officer will be attended by the officers; that of a serjeant by the serjeants; and that of a corporal by the corporals of the regiment. The funeral of a N.-C. officer or soldier is to be attended by his company, including the officers. [Q. Reg., 3, § 35.]

Q. In what cases are gun carriages supplied for funerals?

A. Where the distance exceeds a mile. [id., § 36.]

**COMMISSIONS AND PROMOTION OF OFFICERS.***Promotion, Exchange, and Retirement.*

**Q.** How will any breach of an **officer's declaration** on promotion, exchange, or retirement be regarded?

**A.** As a violation of personal honour, as well as an illegal act. [Q. Reg., 4, § 2.]

**Q.** Describe how an officer's declaration on promotion, exchange, or retirement is to be made.

**A.** It must be in the officer's handwriting, in the form prescribed, and must be read over and signed in the presence of the C. officer and another (either an officer of standing or a civilian householder), who will both sign as witnesses. [id., § 4.]

**Q.** By whom must a C. officer's declaration on promotion, &c., be signed?

**A.** By any officer not under the rank of field officer, and another witness (an officer of standing or a civilian householder). [id.]

**Q.** How are the declarations of officers on leave or away from their regiments to be made?

**A.** They must be made before a general or field officer in command or on the general staff, or before a justice of the peace; but in the latter case the declaration must be accompanied by a medical certificate of the officer's inability to travel to a military station. Abroad, in the absence of any British military authority, the declaration may be made before a British Consul or magistrate. [id., § 5.]

**Q.** What is the proper **channel of communication** for officers in forwarding letters, &c., on the subject of promotion and appointment?

**A.** Through the officer commanding the regiment and the general under whom it is serving to the military secretary. [id., § 6.]

**Q.** In forwarding officers' applications to retire, should C. officers name officers to succeed to the vacancies?

**A.** No. [id. G. O., 66, 1874.]

**Q.** Are notifications of promotion in the *London Gazette* to be considered official?

**A.** Yes. [Q. Reg., 4, § 6.]

**Q.** Within what time should an officer **join on appointment**?

**A.** Two months, unless otherwise directed by the A.-general.

[id., § 7.]

**Q.** Within what period should officers, from half pay or exchanging, join (or embark)?

*A.* From half pay, within two months; on exchange, within one month. [*Q. Reg.*, 4, § 9.]

*Q.* When officers on appointment, &c., fail to join within the prescribed period, what course is to be followed?

*A.* The officer is to be reported in the returns as "absent without leave" from date of appointment; and if continuing absent for a month beyond the prescribed period, is to be specially reported to the A.-general. [*id.*, § 10.]

*Q.* How and to whom are officers to report themselves on joining regiments, depots, garrisons, or stations?

*A.* Personally to the C. officer. [*id.*, § 11.]

*Q.* By what must officers' applications for **exchange to other regiments** or transfer be accompanied?

*A.* By the declaration and C. officer's certificate as to cause of exchange, and medical certificate of fitness to serve. [*id.*, §§ 12, 13.]

*Q.* What are the rules regarding applications for exchange of battalions?

*A.* They are to be forwarded to the A.-general and be recommended by both C. officers. They are to be accompanied by a declaration from each officer, certified by C. officers, and a medical certificate of fitness to serve. [*G. O.*, 57, 1875.]

*Q.* Will officers, when ordered abroad, be permitted to exchange?

*A.* Only for ill health. [*Q. Reg.*, 4, § 15.]

*Q.* When officers on leave wish to exchange, within what period from the expiration of the leave must their application be made?

*A.* One month. [*id.*, § 16.]

*Q.* Should an officer on promotion to another battalion of the same regiment proceed at once to join it?

*A.* No; he is to continue to do duty until he receives an intimation from the A.-general. [*id.*, § 17.]

*Q.* Have officers any choice as to the battalion they are to serve in?

*A.* No. [*id.*]

*Q.* Should an officer be taken **prisoner of war**, what investigation will be made into the circumstance?

*A.* A court of inquiry will investigate the matter, and record its opinion whether the capture is to be attributed to the chance of war or to unofficerlike conduct. The proceedings will be forwarded by the general in command to the military secretary. [*id.*, § 18.]

*Q.* What is to accompany **applications to retire** from the service in the case of saleable commissions?

*A.* The medical certificate; retiring officers' declaration; in the case of unpurchased commissions, statement of foreign service; C. officer's certificate that all regimental claims have been paid or made payable out of the value of the commission. [*id.*, §

**Q.** When an adjutant vacates his appointment, what officers only are qualified to succeed him?

**A.** Such as have a 1st class musketry certificate; abroad, an officer may be appointed subject to confirmation, and to his afterwards obtaining the certificate. [Q. Reg., 4, § 21.]

**Q.** Are officers who resign their commissions at liberty to quit their regiments?

**A.** Not until they receive permission, or until their names appear in the Gazette. [id., § 22.]

### *Examinations for Promotion.\**

**Q.** What **N.-C. officers** only are eligible, if qualified to be promoted to commissions?

**A.** Such as have a 1st class certificate of education, including geography and English history, and have been selected by the C.-in-Chief. [Q. Reg., 4, § 25.]

**Q.** When **sub-lieutenants** show unfitness, or fail to pass within two years, or in India within three years, in the college course, what must ensue?

**A.** Removal from the service, except where illness or unavoidable want of opportunity to go through the college course during the first two years, or in India three years, has been the cause.

[id., § 32; G. O., 46, 1874.]

**Q.** Within what period and under what penalty must **lieutenants** pass the examination for the rank of captain?

**A.** Five years from date of commission as lieutenant, under penalty of removal from the service. Applications for time, in cases of illness, &c., will be considered. [Q. Reg., 4, § 34.]

**Q.** By whom and when is the practical examination of **captains** in the field to be conducted?

**A.** By a general officer commanding, or by an officer selected by him at any time, or by the board which conducts the paper and *viva voce* examination. [id., §§ 61, 62.]

**Q.** State some of the rules as to **riding classes** for infantry officers.

**A.** General officers will form voluntary classes of 6 weeks or 2 months in winter. Officers cannot cease attending without the general's permission. A certificate will be given by the riding master, countersigned by the C. officer of the cavalry regiment and the general officer. The fees will be 2 guineas to the riding master, and 2s. 6d. a week to the dragoon looking after the troop horse. [id., § 41.]

\* Extracts from the Queen's Regulations, defining the subjects of examination, &c., will be found at the beginning of each part of this work.



**Q.** What is the rule as to **provisional promotion** of officers at foreign stations?

**A.** Officers may be promoted previous to passing the examination, but their promotion will be cancelled if they fail to pass.

[*Q. Reg.*, 4, § 42.]

**Q.** What is the composition of **Board of Examination\*** in the case of N.-C. officers and lieutenants?

**A.** Three members, of whom one is, if possible, a field officer. If it can be avoided, no officer of the candidate's regiment is to serve on the board.

[*id.*, § 51.]

**Q.** How are boards for the examination of captains composed?

**A.** Of three officers. The president is selected by the C.-in-Chief, or abroad by the general commanding; the other members should be field officers selected by the senior officer at the station. One member should be of the same arm; but, if it can be avoided, no member should be of the same regiment as the candidate.

[*id.*, § 16.]

## GENERAL AND STAFF OFFICERS.

### *General Officers Commanding.*

**Q.** What is the duty of general officers in command as to the **maintenance of discipline**?

**A.** The system laid down in the Queen's Regulations is to be the object of their constant superintendence.

[*Q. Reg.*, 5, § 1.]

**Q.** What **duties in the field** belong to general officers in command?

**A.** They are responsible for discipline, for constant preparation for service, and for the advantageous disposal of every description of force. They are to inform themselves of the resources of the command in regard to provisions, labourers, horses, and means of transport; the strategic features of the country; the fortified places and their means of defence; and of every particular which may increase their power of acting against an enemy.

[*id.*, § 2.]

**Q.** Detail some of the general **duties under all circumstances** of general officers in command.

**A.** To ascertain the competency of staff officers; prepare themselves to inform the C.-in-Chief as to the efficiency of corps; inspect corps on arrival, and report, if necessary, on their state; require uniformity in the system pursued by C. officers in granting indulgences, awarding punishment, and in the prevention of drunkenness; discourage unnecessary correspondence; and take measures to

\* Extracts from the Queen's Regulations bearing on the proceedings and reports of examination boards will be found at the beginning of this work.

inspection reports of the general officers of brigades under his command beyond forwarding them?

A. Yes; he should state whether he concurs, adding such further remarks in continuation (not in a covering letter) as may enable the C.-in-Chief to become acquainted with the state of the corps. [Q. Reg., 5, § 25.]

Q. What general instructions are given as to the preparation of confidential reports?

A. The general officers are to give their answers fully, fearlessly, and conscientiously, either in praise or censure. Reports on officers must be in such detail as will enable the C.-in-Chief to benefit the meritorious, or to note the undeserving. [id., § 26.]

Q. What method of testing captains and subalterns in drill is to be followed by inspecting generals?

A. Captains and subalterns are to be selected without warning, the former to put the regiment, and the latter a company, through their exercise, &c. [id., § 27.]

Q. By whom should the general officer be accompanied, and what is the rule as to attendance at an inspection parade?

A. Under ordinary circumstances the general officer should be accompanied by one staff officer. Every officer, N.-C. officer, and soldier of the corps under inspection, whose absence is not indispensable, should attend. [id., §§ 28, 29.]

Q. Name some of the matters to which an inspecting general is specially to direct his attention.

A. Officers' mess; band; officers' dress and appointments; soldiers' clothing; growth of hair, &c.; officers' and serjeants' books; regimental copies of general orders and circulars; regimental, company, and paymaster's books; punishment awards as shown by the defaulter books; complaints or unsettled claims; messing, cooking, and disposal of refuse fund.

[id., §§ 30, 31, 32, 33, 34, 35, 36, 37.]

Q. When dress appointments or clothing are not in conformity with pattern what should the inspecting general do?

A. In the case of officers report the non-conformity, and in all cases direct that the regulations be observed. [id., §§ 31, 32.]

Q. Should the result of an inspecting general's examination of the defaulter books be reported?

A. Yes. [id., § 35.]

Q. State some rules as to bringing complaints and claims before inspecting generals.

A. An inspection is not the period at which claims are in ordinary cases to be adjusted; but if an officer or soldier desires to bring any grievance to the notice of the inspecting general, opportunity should be given him of doing so. Soldiers'

**Q.** How are verbal orders to be delivered by staff officers, and obeyed by the persons receiving them?

**A.** They are to be delivered in the plainest terms, and are to be obeyed as if delivered personally by the general officer.

[*Q. Reg.*, 5, § 64.

**Q.** Define shortly the **staff duties** in the A. general's and Q.-M. general's branches.

**A.** Those in the *A. general's* branch include the discipline and efficiency of the troops, the details of duties, the district returns, and the issue of orders; those in the *Q.-M. general's* branch the quartering, encamping, embarking, disembarking, and moving troops; and in the field, the order of march, the positions to be taken up, the preparation of surveys, conduct of reconnoissances, obtaining information, studying the resources of the country, maintaining lines of communication, and directing the railway, postal, signalling, and telegraph services.

**Q.** What are the position and duties of the military, or assistant *military secretary*?

**A.** He is the confidential staff officer of the general officer, and is the channel of communication on subjects connected with promotion, and such as do not fall within the province of the A. general or Q.-M. general. [*id.*, §. 67.

**Q.** Describe shortly the position and duties of a *brigade major*.

**A.** He is attached to the brigade, not to any personal staff. He issues the brigade orders, and keeps the roster of brigade duties. He inspects brigade guards, outposts, and piquets, and is responsible for their being withdrawn when the brigade is to march. His station on the march is in front of the leading regiment, and he is to encamp in rear of the centre of the brigade. He or an orderly adjutant is to be constantly in camp. Reports and correspondence for the brigade commander pass through him. [*id.*, § 68.

## DISCIPLINE.

### *General Instructions.*

**Q.** What do the Regulations impress on C. officers with reference to the **prevention of crime**?

**A.** That it is the absence, and not the screened existence, of crime which is the criterion of discipline. [*Q. Reg.*, 6, § 1.

**Q.** What is laid down in the Regulations as to the treatment of first offences of soldiers if not of an aggravated character?

**A.** Punishment is not to be resorted to until milder treatment has failed.

**Q.** What do the Regulations prescribe as to the general treatment of N.-C. officers and soldiers ?

**A.** Officers are to adopt a system of command which shall ensure respect, and are to require the same to be followed by the N.-C. officers. Offensive terms are to be avoided. [*Q. Reg.*, 6, §§ 2, 3.]

**Q.** What are officers to avoid when reproving N.-C. officers ?

**A.** Reproving them in the presence of privates,—unless it be necessary for example that the reproof be public. [*id.*, § 4.]

**Q.** Are N.-C. officers liable to minor punishments ?

**A.** No. [*id.*, § 5.]

**Q.** When it is necessary to confine N.-C. officers, are they sent as prisoners to the guard room ?

**A.** Only in extreme cases, to ensure safe custody. In general they are simply to be placed “under arrest.” [*id.*]

**Q.** In what terms do the Regulations define the responsibility of officers in general with respect to the maintenance of discipline ?

**A.** Officers are at all times to afford the utmost support to their C. officers, and are to notice, repress, and instantly report any neglect or impropriety, whether on or off duty, in N.-C. officers and soldiers of their own or any other corps. [*id.*, § 6.]

**Q.** May any change be made by officers on detachment in the system of minor punishment ?

**A.** No. [*id.*, § 7.]

**Q.** To what extent may the power of ordering punishment for minor offences be delegated to *company officers* ?

**A.** Officers commanding companies may be authorized to award punishments not exceeding seven days' confinement to barracks, but such punishments must be approved of by the C. officer. [*id.*, § 8.]

**Q.** In whose presence should charges against soldiers be investigated by the C. officer ?

**A.** In the presence of the officer commanding the company, the adjutant, and the prisoner. [*id.*, § 9.]

**Q.** If the C. officer is satisfied from the evidence of the nature and degree of the offence, when and how is his award to be given ?

**A.** At once, in his own handwriting. [*id.*]

**Q.** When soldiers are under restraint, are they during examination or trial to wear or hold their caps ?

**A.** No; they are to be deprived of them. [*id.*, § 10.]

**Q.** At what hour should prisoners be disposed of, and what is the rule as to a previous *medical examination* ?

**A.** Before the C. officer's parade in the morning, after having been taken to hospital and examined by a medical officer.

[*id.*, § 11.]

**Q.** Describe the nature and extent of punishment other than fine which may be awarded by a C. officer, for offences which are not of a nature to be brought before a C.-martial.

**A.** (a.) *Imprisonment or deprivation of pay*, or both, to the extent authorized by the Mutiny Act and Articles of War.

(b.) *Confinement to barracks* not exceeding 28 days, which carries with it punishment drill to the extent of 14 days, the taking all duties in regular turn, attending parades, and being employed in duties of fatigue at the discretion of the C. officer. Confinement to barracks for 14 days and under is to carry with it punishment drill in marching order.

(c.) *Confinement to barracks for 28 days without punishment drill* for concealing disease; with or without an entry in the regimental defaulter book.

(d.) *Extra guards or piquets* for minor offences, or irregularities when on, or parading for, these duties.

**Q.** For what offences should imprisonment be reserved?

**A.** Drunkenness, riot, violence, and insolence to superiors.

[*Q. Reg.*, 6, § 13.]

**Q.** Should imprisonment precede any further punishment that may be inflicted of confinement to barracks and extra drills?

**A.** Yes; if the whole period of confinement, including the imprisonment, does not under any single award exceed 28 days.

[*id.*]

**Q.** If a soldier under punishment for a minor offence commits a *fresh offence* for which summary punishment may be awarded, what rules apply as to further confinement to barracks and imprisonment?

**A.** Confinement to barracks may be awarded to commence at the expiration of the previous sentence, although taken together the awards may exceed 28 days; but no confinement to barracks shall continue for more than 56 days. If the fresh offence be committed during imprisonment, additional imprisonment may be awarded, to commence at the termination of the first, but 168 hours in the aggregate may not be exceeded. If the fresh offence be committed after completion of any imprisonment, but before the completion of any confinement to barracks awarded in a former sentence, fresh imprisonment may be awarded to commence at once, and to reckon concurrently, as far as may be, with the confinement to barracks.

[*id.*]

**Q.** What is the nature and duration of *punishment drill*?

**A.** It consists of marching, not of instruction drill, and is not to exceed 1 hour at a time, or 4 hours in the same day.

[*id.*, § 15.]

**Q.** Where should punishment drill be carried on?

A. In the barrack yard, or drill ground ; if in billets, the defaulters are to be marched out on a public road, for the prescribed period, under a N.-C. officer. [Q. Reg., 6, § 15.]

Q. Under what authority are **fin**es for drunkenness awarded?

A. That of the Articles of War. [id.]

Q. Where is the printed *scale of fines* to be placed?

A. In every barrack room. [id.]

Q. Give the scale of fines and other punishments which the C. officer may award for drunkenness.

Subsequent Acts.	{	First and second acts, . . . . .	Admonition or C. B.
		If within 3 months of second, . . . . .	Fine 7s. 6d.
		If over 3 and within 6 months, . . . . .	„ 5s.
		If over 6 and within 9 months, . . . . .	„ 2s. 6d. .
		If over 9 and within 12 months, . . . . .	Company entry.
		If over 12 months, . . . . .	To be treated as first act ;

but a second subsequent act is to be treated according to scale.

When the four preceding acts have been committed within 12 months, 2s. 6d. is to be added for every subsequent act within that period ; but this addition is not to be imposed when the soldier is not liable to fine. [id.]

Q. What scale of fines for drunkenness applies in the case of colonial corps ; and what is the maximum daily stoppage on account thereof?

A. The fines are to be one-half the amount specified in the ordinary scale, and the maximum daily stoppage is to be 2d. [id.]

Q. What is the *mode of levying fines* ?

A. (a) Fines are to be enforced by an actual stoppage, beginning from the day of award inclusive, and not by a mere debit in the accounts ; (b) When a fine amounts to 10s., or when a second fine has been incurred before a former one is paid, the daily stoppage is to be 4d., but it is never to be less than 3d. ; (c) The fines for a second offence, while the soldier is already under stoppage for a fine, are to commence when the first has been paid. [id., § 16.]

Q. In what case only has a soldier the *right of appeal* to a C.-martial against a summary award of fine?

A. When he denies the offence. [id., § 17.]

Q. When it is supposed that a fine for drunkenness has been improperly levied, what course is to be pursued?

A. The C. officer will report the circumstances to the general commanding, whose decision will be final. [id.]

Q. When an act of *drunkenness is combined with any other offence* for which it may be necessary to try the soldier, how is the act of drunkenness to be dealt with?

A. If the trial is to be by regimental C.-martial, the drunkenness is to be previously dealt with summarily ; but if the trial is

to be by district or garrison C.-martial, the drunkenness will form one of the charges. [Q. *Reg.*, 6, § 18.]

Q. What is the rule as to *combining other awards with fines*?

A. Confinement to barracks may be added to fine in aggravated cases, but imprisonment only when the drunkenness is in connection with other offences not sufficiently grave to be dealt with by C.-martial. [id., § 19.]

Q. In what case is an act of *absence without leave* to be considered equivalent to an act of drunkenness?

A. When there is good ground for believing that it arose from the design of the soldier to remain absent till he could return sober. [id., § 20.]

Q. Who is to decide whether an act of absence without leave is to be recorded as equivalent to an act of drunkenness?

A. The C. officer. [id.]

Q. May a soldier be fined for absence without leave which is considered equivalent to an act of drunkenness?

A. No. [id.]

Q. When and where is the C. officer's decision that a case of absence is equivalent to drunkenness to be recorded?

A. At once, in the defaulter sheets. [id.]

Q. What effect does the decision that an act of absence is equivalent to an act of drunkenness have in computing fines?

A. Every such entry is counted as an act of drunkenness in computing future fines.

Q. May convictions by C.-martial for absence without leave or desertion be counted as equivalent to acts of drunkenness?

A. No. [id.]

Q. May service forfeited by imprisonment or absence count in any calculation for *exemption from fine*?

A. No. [id., § 22.]

Q. How are awards of *fines to be published* and recorded?

A. In the regimental order and defaulter books. [id., § 23]

Q. May *fines which cannot be recovered* from a soldier's pay be recovered from any other source?

A. No. [id., § 24.]

Q. What is the rule as to *detention in barracks* after drunkenness?

A. The soldier is to be detained 24 hours from confinement (without punishment drill); but this time is not to be counted as part of any punishment by the C. officer. [id., § 21.]

Q. What **deprivation of pay for absence without leave** may be awarded by C. officers?

A. Deprivation for any days of such absence not exceeding five. [id., § 2<sup>F</sup>]

Q. Is a C. officer precluded from trying by C.-martial any absence for *less than five days*?

A. No.

[Q. Reg., 6, § 25.]

Q. Who alone can dispense with trial in a case of absence without leave for *more than 5, but under 21 days*, and what summary punishments are to be inflicted in such cases?

A. General officers commanding. The punishment consequently awarded by the C. officer should be one entailing a regimental entry.

[id.]

Q. In *reckoning the days* during which a soldier may have been absent without leave, what rule is to be observed?

A. Although the absence may not amount to an entire day of 24 hours, the day on which he absents himself and the day on which he returns are reckoned as days of absence.

[id.]

Q. Has a soldier any right of **option or appeal against summary punishment**?

A. Only in the instances affecting pay, sanctioned by the Articles of War.

[id., § 26.]

Q. May a C. officer, after awarding summary punishment, vindicate the justice of his award by resorting to a C.-martial?

A. Yes.

[id.]

Q. What limit is fixed to **confinement before disposal** in the case of charges against soldiers?

A. Soldiers are not to be in confinement beyond 48 hours—excluding Sundays—without having their cases inquired into, and either summarily disposed of, or reported to superior authority.

[id., § 27.]

Q. What is the rule as to confining soldiers for minor offences such as absence from roll call, overstaying a pass, or *slight irregularities* in quarters?

A. They are not to be lodged in the guard room, but should not be allowed to quit barracks before their cases are disposed of. They will attend parades, but not be detailed for duty. Men returning sober after tattoo may be allowed to go to their rooms, but their names and the exact hour of their return are to be noted in the guard or orderly officer's report.

[id., § 28.]

Q. If a soldier *refuses to obey an order*, or resists the authority of a N.-C. officer, how is he to be dealt with?

A. He is to be confined without altercation, and reported to the officer commanding his company, or adjutant.

[id., § 29.]

Q. When a N.-C. officer *confines* a soldier, should he conduct him to the guard room himself?

A. No; he should obtain the assistance of privates, and, as far as possible, avoid personal contact with the offender.

[id.]



Q. How are soldiers in a *state of drunkenness* to be confined if possible?

A. Alone in the prisoners' room or cells—not in the guard room. They are to be visited every two hours by a N.-C. officer of the guard and an escort. In case of serious illness a medical officer is to be sent for. [Q. Reg., 6, § 30.]

Q. May soldiers suspected of being drunk be put through any drill or test of their condition?

A. No. [id.]

Q. When a **prisoner** has been deprived of his arms what must be obtained before they can be restored to him?

A. Permission of his captain or superior officer. [id., § 3.]

Q. Should a N.-C. officer or soldier who has been placed in arrest or confinement be permitted to perform any duty until his case is disposed of?

A. No; but he must carry his arms and accoutrements in marching. [id., § 32.]

Q. If a N.-C. officer or soldier, after being placed in arrest or confinement, is, by error, permitted to perform any duty, is he thereby absolved from punishment?

A. No. [id.]

Q. Are defaulters to undergo any of their **punishment** which **may have lapsed** by their being in hospital or on duty?

A. No. [id., § 33.]

Q. What do the regulations contain as to **gambling**?

A. It is strictly forbidden in garrison, camp, or cantonments. [id., § 34.]

Q. How many men may be employed as **regimental police**, to assist the provost serjeant?

A. Three ought to suffice in barracks, but the number is never to exceed six. [id., § 35.]

Q. Name the terms which are uniformly to be used in recording the characters of **soldiers**.

A. Very good—good—fair—indifferent—bad—and very bad. [id., § 36.]

Q. On what should officers ground their opinion in estimating a soldier's character?

A. Primarily on the records; but his deportment, cleanliness, and manner of performing duty should be considered in his favour. [id.]

Q. Name some of the rules as to the *dress, appearance, and demeanour* of soldiers when out of barracks?

A. Soldiers are not to leave barracks unless properly dressed, and are not to smoke in the streets. [id., § 37]

Q. State the directions as to the *growth of hair*.

A. The hair is to be neat and short, moustaches to be worn, chin and under lip to be shaved (except by pioneers), whiskers to be of moderate length. On service, beards may be worn at discretion of the general commanding. [Q. Reg., 6, § 38.]

Q. What are the regulations as to *wearing side arms and belts* when off duty?

A. Side arms may be worn by serjeants only. Soldiers who have made an improper use of belts in disturbances, are to be deprived of the privilege of wearing them. [id., § 39.]

Q. What should be impressed upon the men with regard to their demeanour towards *persons unconnected with the army*?

A. The propriety of civility and courtesy towards all classes, and of deference to civil authorities. [id., § 41.]

Q. What are the rules as to **granting passes**?

A. C. officers may grant them to a limited number of well-conducted soldiers, but the power may not be delegated to the captains. [id., § 40.]

Q. What is the form of the document which is to be issued to soldiers who are granted passes?

A. It is in manuscript, signed by the C. officer, and stamped with the regimental office stamp. [G. O. 36, 1875.]

Q. What are the regulations as to military discussions, &c., having the object of conveying **praise or censure**?

A. They are prohibited. [Q. Reg., 6, § 42.]

Q. What are the rules as to presents and testimonials?

A. Every officer will be held responsible who allows himself to be complimented by any collective expression of the opinion of those who serve or have served under his command. The practice of presenting testimonials to N.-C. officers on quitting their corps, should be discouraged. [id., § 43.]

Q. How far are officers and soldiers permitted to take part in **political or party meetings**?

A. They are forbidden to take any part whatever. [id., § 44.]

Q. What is contained in the regulations as to **publishing information** or making anonymous complaints through the press?

A. Officers and soldiers will be held responsible for reports, prejudicial to the interests of the service, which they may make without permission, and for information which may find its way through their means into unauthorized hands. Anonymous complaints or publications through the press calculated to excite discontent in the army are forbidden. [id., §§ 45, 46.]

Q. May officers and soldiers give publicity to their opinions on matters which may be at the time undergoing official investigation by the military authorities?

A. No.

[id.]

*Courts-Martial.\**

**Q.** Where are the duties of members of courts-martial laid down?

**A.** In the Mutiny Act and Articles of War, and the regulations founded thereon. [Q. Reg., 6, § 47.]

**Q.** How are young officers to become acquainted with the practice of the military courts?

**A.** By attending every C.-martial at the station for 6 months after joining. They are not to be nominated members until perfectly competent. [id., § 48.]

**Q.** By whom and in what manner should charges be investigated to ascertain if the evidence is sufficiently conclusive to justify trial?

**A.** They should be investigated by superior authority; but the officer should refrain from expressing any opinion as to guilt or innocence. [id., § 49.]

**Q.** In what cases only should a *general C.-martial* be resorted to in the case of N.-C. officers and soldiers?

**A.** Aggravated cases, in which penal servitude or death can be awarded. [id., § 50.]

**Q.** Should *theft from a comrade* be dealt with by C.-martial or the civil power?

**A.** As a rule, by C.-martial. [id., § 51.]

**Q.** May officers or men, with *accusations pending* against them, be sent home from foreign stations?

**A.** Not except in cases of unavoidable necessity. Charges preferred should be investigated on the spot. [id., § 52.]

**Q.** Is an officer justified in delaying unnecessarily to bring forward charges?

**A.** No. [id.]

**Q.** Has an officer in arrest a right to demand a C.-martial?

**A.** No. [id., § 53.]

**Q.** May an officer persist in considering himself under arrest, or *refuse to return to duty*, after being released by proper authority?

**A.** No. [id.]

**Q.** What remedy is open to an officer *wrongfully put in arrest*?

**A.** Complaint as directed in the Articles of War. [id.]

**Q.** What is meant by *close arrest*?

**A.** The officer may not leave his quarters or tent. [id.]

**Q.** What degree of restraint is implied by *arrest at large*?

**A.** The officer may be permitted to take exercise, but not beyond barracks or quarter-guard, and then only at stated periods. He

\* For questions and answers on C.-martial procedure see further on.

cannot dine at a mess, or appear at a place of amusement or public resort; and he must not quit his room or tent except in uniform without sash or sword. [Q. Reg., 6, § 53.]

Q. When an officer is placed in arrest, to whom is the case to be reported?

A. The general officer commanding. [id.]

Q. What are the regulations as to the rank of the president and members of C.-martial?

A. The *president* of a general C.-martial should be a general or colonel (if available). The *members* on trials of officers should be of equal if not superior rank to the prisoner; and in no case but one of necessity is a colonel to sit on the trial of a general, or a captain on that of a field officer, or a subaltern on that of a captain. On the trial of *subalterns* two officers of that rank are a sufficient proportion. On the trial of a *C. officer* as many members as possible should have held or hold command equivalent to that held by the prisoner. [id., §§ 54, 55, 56.]

Q. How should all official books and orders for the guidance of C.-martial be made available for reference?

A. They should be laid before every court. [id., § 57.]

Q. What is the rule as to giving a copy of the charge to the prisoner with list of witnesses for the prosecution?

A. The prisoner's C. officer is responsible that he is furnished therewith, if possible, at least 24 hours before the court is to assemble, by the adjutant or an officer. If the prisoner cannot read, the officer is to read and explain the charge to him. [id., § 58.]

Q. How is the attendance of military witnesses from distant stations procured?

A. By application to the A.-general. [id., § 60.]

Q. What medical certificate should be laid before a C.-martial and attached to the proceedings?

A. A certificate in the handwriting of the medical officer showing the state of health of the prisoner on the day of trial, and his fitness or otherwise to undergo corporal punishment (on service in the field only) or imprisonment with or without hard labour, and in the case of a deserter his fitness (or otherwise) for the service. [id., § 61.]

Q. Under what circumstances should the medical certificate be renewed during the sitting of the court?

A. When any change occurs in the prisoner's health. [id.]

Q. When a punishment has been wholly remitted, is any penalty consequent on conviction, such as forfeiture of service, G.-C. pay, &c., to be remitted also?

A. No. [id., § 62.]

**Q.** When the proceedings of a C.-martial are **quashed**, what is to be done with all record of the same?

**A.** It is to be erased, the soldier being relieved from all consequences of his trial. [Q. Reg., 6, § 62.]

**Q.** How should militia regiments report the **fraudulent enlistment of militia men** into the army, and what proceedings are to ensue?

**A.** A duplicate of the man's militia attestation, and a certificate of non-release, as well as consent to his retention in the army, is to be sent to the corps in which he is serving. The course prescribed by the Mutiny Act will then be followed by the line C. officer, without reference to the A.-general, and a report of the result will be made to the militia regiment. The above certificate is to be attached to the man's army attestation. [id., § 63.]

**Q.** Under what circumstances may a soldier be recommended for **restoration of service forfeited** towards G.-C. pay and pension?

**A.** When he establishes his claim thereto by uninterrupted good conduct (as shown by his having no entries in the regimental defaulter book) for 5 years for a first conviction entailing loss of service, for 7 years for a second, and for 10 years if the offence was attended with aggravating circumstances. [id., § 64.]

**Q.** Is the fraudulent enlistment of a militia man considered as a conviction in the sense contemplated in the rules for the restoration of forfeited service if the man has not been tried for that offence. [id.]

**A.** Yes.

**Q.** What advantage as regards restoration of forfeited service is given to *soldiers who perform good, faithful, or gallant service*, or some specific act of valour in the field?

**A.** Restoration may be recommended within half the periods otherwise necessary, provided the good service in the field be combined with unremitting good conduct. [id.]

**Q.** How is the period of probation for the restoration of forfeited service to be reckoned?

**A.** From date of release and return to duty; or in the case of a man confessing desertion whose trial is dispensed with from date of last attestation; or in that of fraudulent enlistment from militia, from date of last line attestation. [id., § 68.]

**Q.** What *applications* should be made for restoration of forfeited service?

**A.** Applications to the A.-general officer on 1st January and 1st July, noting opposite each name the date of the man's becoming eligible, and of his last entry in the regimental defaulter book. The case of a soldier awaiting discharge may be specially submitted directly he becomes eligible. [id., § 66.]

**Q.** By what should application for restoration of forfeited service be accompanied?

**A.** By a certified copy of the records of service; and where the forfeiture was incurred by non-compliance with prescribed conditions on re-enlistment or re-engagement, by the certificate on W. O. form required in such cases. [Q. Reg., 6, § 66.]

### *Courts of Inquiry and Boards.*

**Q.** For what purpose may a court of inquiry be assembled by any officer in command?

**A.** To assist him in arriving at a correct conclusion on any subject. [Q. Reg. 6, § 67.]

**Q.** Are the functions of a court of inquiry in any respect those of a judicial body?

**A.** No. [id., § 68.]

**Q.** What instructions should be given to a court of inquiry?

**A.** Specific instructions for its guidance. It may be required to collect and record information only, or it may be required to give an opinion upon any question, or as to the origin or cause of facts. [id.]

**Q.** Has a court of inquiry power to administer an oath?

**A.** Only when convened to record the illegal absence of soldiers. [id., § 67.]

**Q.** Can a court of inquiry compel the attendance of non-military witnesses?

**A.** No. [id.]

**Q.** How should the record of proceedings of courts of inquiry and boards be made out, signed, and forwarded?

**A.** They should be made out on the prescribed W. O. form, as far as possible like C.-martial, signed by each member, and forwarded to the convening authority by the president. [id., §§ 68, 71.]

**Q.** What are the rules as to the composition of courts of inquiry and boards?

**A.** It may be of any number of officers, at the discretion of the convening officer. Three members, the senior acting as president, is generally sufficient. Medical officers are eligible for medical boards only. [id., §§ 69, 70.]

**Q.** When a medical opinion is required by a military board, what course is to be followed?

**A.** The medical officer detailed to attend the board may be referred to. He will furnish a report in writing, or give evidence in person if considered necessary. [id.]

*Deserters.*

*Q.* To whom are **descriptive reports** of deserters sent?

*A.* To the police gazette ; duplicates being also sent to the police of each man's parish, as well as to the police of the locality in which the desertion takes place, and of the place to which it is supposed the deserter has gone. [*Q. Reg.*, 6, § 72 ; *G. O.* 35, 1875.]

*Q.* How soon should descriptive reports of deserters be sent off?

*A.* Within 24 hours, if there are good grounds for suspecting desertion ; but in all cases within 5 days. [*Q. Reg.*, 6, § 72.]

*Q.* Should absconded recruits be included in the reports?

*A.* Those who have received pay should, but those who have received enlistment money only should not. [*id.*]

*Q.* When a deserter confesses or is **discovered while serving** at home, what course should the C. officer pursue?

*A.* He should make inquiry to establish the fact of the desertion, and transmit a return to the A.-general in a covering letter, detaining the deserter in the guard room. When the two corps are in the same district, application is to be made to the general commanding, who will send the deserter to his original corps for trial, unless the corps in which he is serving is under orders for foreign service, in which case he will be tried and serve in it. [*id.*, § 73.]

*Q.* When a deserter is discovered while serving in another regiment abroad, what course is to be pursued?

*A.* If there is evidence to convict, he is to be tried, and after the expiration of his sentence, to do duty until the pleasure of the C.-in-Chief as to his disposal shall be ascertained. [*id.*]

*Q.* What course should be followed as to the **disposal of deserters not serving** as soldiers.

*A.* They should be proceeded against under the Mutiny Act. When, however, a deserter surrenders to his regiment, the C. officer will report the surrender to the A.-general, and proceed against the deserter. [*id.*, § 74.]

*Q.* When a soldier is given up to another corps as a deserter therefrom, how are his **kit and accounts** to be dealt with?

*A.* Articles he can use are to be sent with him ; the remainder are to be sold and the proceeds remitted to his captain to be credited to the man. Accounts are settled as in transfers. [*id.*, § 75.]

*Q.* Whether is a soldier's debt to the public for a bounty fraudulently obtained, or his debt to the company for replacing a kit made away with on desertion, to be liquidated first?

*A.* The debt for necessities. [*id.*]

**Q.** Of how many men are **escorts** of deserters to consist?

**A.** As a rule, for one deserter, of one corporal and one private; for two or more, the number of privates to form the escort should not exceed half the number of prisoners. [*Q. Reg.*, 6, § 76.]

**Q.** What is the rule as to a deserter escort including witnesses?

**A.** Escorts sent to receive reputed deserters from the civil power, or to take charge of deserters given up by one corps to another, should include witnesses who can identify the men in the former case, or prove the fraudulent re-enlistment in the latter. [*id.*, § 77.]

**Q.** Is an escort to receive from the civil power a reputed deserter who is not satisfactorily identified?

**A.** No; the corporal will on his return report the circumstance to his C. officer for notification to the War Office. [*id.*, § 78.]

**Q.** What is the rule as to safe custody of deserters by the escort?

**A.** The escort is answerable for it. The deserters are to be handcuffed. [*id.*, § 78.]

**Q.** For what purpose should N.-C. officers sent to receive soldiers from military custody be provided with money?

**A.** To refund the cost of their subsistence while in barracks or guard room. [*G. O.*, 24, 1874.]

### *Disposal of Prisoners.*

**Q.** When a prisoner is sentenced to **penal servitude**, or to be **discharged** on release, to what prison should he be sent?

**A.** In the first case, under War Office instructions, to a convict prison; in the second, to a civil prison. [*Q. Reg.*, 6, § 79.]

**Q.** To what prison should soldiers under long sentences of imprisonment be committed?

**A.** Millbank (military division.) [*id.*, § 80.]

**Q.** At what hour should offenders committed to civil jail **arrive at the prison**?

**A.** Not later than 10 P.M. [*id.*, § 81.]

**Q.** If a prisoner committed to a civil jail arrives too late for admission, how should he be disposed of for the night?

**A.** In custody of a military guard. [*id.*, § 82.]

**Q.** What is the proper hour for admission to military prisons?

**A.** Any hour before 6 P.M. [*id.*, § 83.]

**Q.** Where should prisoners passing through and detained in London be lodged?

**A.** In the Middlesex house of detention, at Clerkenwell. [*id.*, § 84.]

**Q.** By what escorts are prisoners under sentence to be **conducted to prison**, and how are such prisoners to be dressed?

**A.** As a rule by warders, and dressed in prison clothing. Military escorts are only to be applied for when the duties are more



than the warders can perform, and in such cases the prisoners will wear uniform. [Q. *Reg.*, 6, § 82.]

Q. What rules are to be followed as to the *clothing* of prisoners proceeding to or from prison?

A. Escorts, after conducting prisoners to a civil jail for discharge on release, will take back with them the tunics, caps, and trousers, and plain clothes will be furnished to the men by the jailer on release. Clothing of prisoners will be kept at their regiments, and the N.-C. officers who go to conduct the men from Millbank on release will take clothing with them, for use on the journey.

[Q. *Reg.*, 6, § 83.]

Q. What *conveyance* to and from railway stations is to be provided for prisoners in charge of warders (and in London for military escorts with clothing for released prisoners) proceeding to Millbank?

A. Covered conveyance, which, if army service vans are not available, is to be hired. [*id.*, § 84.]

Q. How is money advanced for conveyance of prisoners to Millbank?

A. By control and district paymasters, the amount being entered on the route. [*id.*]

Q. At foreign stations, where there is no military prison, should imprisonment exceeding 42 days be carried out in provost cells?

A. Only in case it cannot be carried out in civil jails; but prisoners, other than those belonging to colonial corps, who have to undergo extended sentences of 2 years should be sent to England. [*id.*, § 85.]

Q. When it is desirable to remove prisoners under sentence of C.-martial for the purpose of **embarking for foreign service**, what is to be done?

A. Application is to be made to the A.-general, showing each man's age, service, offence, sentence, and unexpired imprisonment, with medical certificate of fitness. The men are to be prisoners until the sailing of the vessel. [*id.*, § 86.]

Q. In **calculating sentences of imprisonment**, should the day on which the proceedings are signed and day of release be included?

A. Yes. [*id.*, § 88.]

Q. Under what restraint is a soldier to remain throughout the **day of release** from prison or cells?

A. Confined to barracks, being exempt from duty. [*id.*, § 89.]

Q. When a case occurs of a man being placed on duty on day of release from imprisonment, what is to be done?

A. The case is to be reported.

*Provost Prisons.*

Q. Under whose control are all **military prisons** placed?

A. That of the Inspector General of military prisons.

[Q. Reg., 6, § 91.]

Q. For what sentences are military prisons **applicable**?

A. Imprisonment for more than 42 days; or, under special directions, for shorter periods.

Q. For what sentences are **provost prisons** to be used?

A. Imprisonment by a C.-officer, or not exceeding 42 days; or, in the case of a C.-martial.

Q. Under whose supervision are the *rules for the management of provost prisons* carried out?

A. That of generals commanding.

Q. What is the special use of the "**prisoner's room**" and "guard room cells"? By whom are the keys kept?

A. They are for the temporary detention of prisoners before trial, the cells being for such as are to be kept alone. The keys are to be in charge of the commander of the guard. [id., footnote 2.]

Q. What must C. officers ascertain with reference to the **state of cells** before committing prisoners thereto?

A. That such cells have been certified to be fit, and that the sanction for occupation has been obtained. [id., §§ 92, 93.]

Q. What period of the day is fixed for **committal to provost prisons** and release therefrom?

A. After dinner and before dark. [id., § 94.]

Q. What is done as to the *arms, ammunition, clothing and necessaries* of soldiers committed to the cells?

A. The arms and ammunition are taken from them, (id.); clothing is taken back to the corps by the escort when the prisoners are handed over; and such necessaries only are to be supplied as are absolutely required for the period of imprisonment.

[G. O. 67, 187.]

Q. What is done with *money or any superfluous article* in the possession of soldiers before they are sent to prison?

A. It is taken away from them, and restored to them on release.

[Q. Reg., 6, § 94.]

Q. What *medical examination* is made before a prisoner's admission to provost prisons?

A. A medical officer will certify his state of health, and report on any disability.

[id., § 95.]

Q. What **periodical inspections** of, and reports on, provost prisons are to be made?

A. Staff or field officers should be appointed to inspect such

prisons monthly (quarterly or half-yearly at out-stations), and report to the general officer. C. officers will also report monthly on the discipline. [Q. Reg., 6, § 96.]

Q. By whom should **cells be visited** daily?

A. By orderly and medical officers, who will report to the C. officer. [id., § 97.]

Q. What is the rule as to the appointment of **provost serjeants**?

A. One is to be appointed for each provost prison, except when the garrison is under two companies, in which case the cells are to be under the N.-C. officer of the barrack guard, without remuneration. [id., § 98.]

Q. What *assistants* to the provost serjeant are to be appointed?

A. Such N.-C. officers as may be necessary, and a private as cook. [id.]

Q. Describe the duty and responsibility of the provost serjeant.

A. He takes charge of the cells, and is responsible for the custody of prisoners, and for carrying out sentences? [id., § 99.]

Q. What *police duties* are within the province of the provost serjeant?

A. To visit the canteens; prevent drunkenness and riot; repress irregularity, and clear the barracks of disorderly characters. [id., § 100.]

Q. What assistance is to be given to the provost serjeant in making his *rounds*?

A. Such as the C. officer may think necessary. [id.]

Q. What are the provost serjeant's obligations as to **receiving and releasing prisoners**?

A. He is to act in these matters on requisitions of C. officers, who must ascertain that there is room before committing prisoners. [id., § 101.]

Q. How are prisoners on release from the cells to be taken back to their corps?

A. C. officers will send for them; but if they fail to do so, the provost serjeant will send the men in charge of an assistant to their corps. [id., § 102.]

Q. How is **subsistence of prisoners** in cells provided?

A. The rate of 6d. each day for every man in confinement is handed over in advance by the captain to the provost serjeant, who will account for the same when the prisoners are released (id., § 103). The actual cost only being chargeable to the public, the provost serjeant must apportion such actual cost among the corps to which the prisoners belong, and adjust with them the difference between the 6d. a day advanced and the amount expended. [G. O., 67, 1875]

*Q.* When soldiers of corps at a distance are in the cells of a barrack occupied by a regiment, how are they subsisted?

*A.* By the regiment in the barrack. [*Q. Reg.*, 6, § 104.]

*Q.* When regiments change stations, what is the rule as to removal of prisoners in the cells?

*A.* If there is room in the provost prison at the new station, the prisoners are to move with the corps. If not, a report to the Q.-M. general is to be made. [*id.*, § 105.]

## INTERIOR ECONOMY OF CORPS.

### *Officers.*

*Q.* State generally the duties of a **commanding officer**.

*A.* He is responsible for discipline, order, and a proper system; to exact obedience to regulations; to enforce discharge of duty; to promote a good understanding amongst officers, and economy at their mess; to discountenance gambling, practical joking, and dangerous money transactions; to examine officers, and report on their qualifications; and instruct and improve the men.

[*Q. Reg.*, 7, § 1, *et. seq.*]

*Q.* To what extent is the C. officer's *authority to be recognized* by all under his command?

*A.* As paramount; whether on parade, at mess, or in any other situation. Young and inexperienced officers should look to the C. officer for advice; and in all cases of dispute he should be made the arbiter, and his decision considered final. [*id.*, § 2.]

*Q.* What should be done when an **officer is declared bankrupt**?

*A.* The case will be reported to the military secretary. If any dishonourable transaction or wilful extravagance appears, the officer will not be permitted to hold a commission. [*id.*, § 7.]

*Q.* On what points should **officers be examined** by the C. officer and field officers frequently?

*A.* On every point connected with duty. [*id.*, § 8.]

*Q.* In what field duties should all **officers be instructed**?

*A.* Outposts, piquets, patrols, signalling, exercise of artillery, and construction of field works. [*id.*, § 9.]

*Q.* For what posts should subalterns qualify themselves?

*A.* That of adjutant. [*id.*]

*Q.* What **reports on the conduct of officers** will be made by the C. officer to the inspecting general?

*A.* He will bring to notice those who may be distinguished for attention and proficiency; as well as those who are inattentive, incapable, or disinclined to afford due support to his authority, or who conduct themselves improperly. [*id.*, § 10.]

**Q.** Are C. officers accountable for regimental stores which are in the immediate charge of their subordinates?

**A.** Yes. [Q. Reg., 7, § 11.]

**Q.** May **officers in temporary command** issue standing orders, or alter those issued by the lieut.-colonel?

**A.** Not without reference to the general. [id., § 12.]

**Q.** What is the rule as to the attendance of the C. officer on the monthly **muster parade**?

**A.** He must attend, unless absent on leave or duty; in which case the next senior officer will superintend the muster and sign the documents. [id., § 13.]

**Q.** To what extent are C. officers responsible for the **promulgation of orders** and circulars?

**A.** They are to publish them in orders, or circulate them, and afford every facility to officers of becoming acquainted with changes. [id., § 14.]

**Q.** Will ignorance of published orders be admitted as an excuse for their non-observance?

**A.** No. [id.]

**Q.** What is the rule as to reading orders to soldiers?

**A.** All orders relating to them are to be read to them immediately. Important orders are to be read to them on three successive parades. [id.]

**Q.** How and when should every circumstance affecting a soldier's pay or service be published?

**A.** In regimental orders, immediately after its occurrence. [id.]

**Q.** How should regiments be formed for **superintendence by field officers**?

**A.** Into half-battalions; when there is only one field officer, he will superintend both. [id., § 15.]

**Q.** What is the duty of field officers and captains with regard to the acquirements of the officers under their superintendence?

**A.** To make themselves acquainted with them. [id., § 16.]

**Q.** What are the **duties of captains**?

**A.** They are charged with the arms, accoutrements, ammunition, clothing, and public stores of their companies, and are accountable to their C. officer for any that may be lost, spoiled, or damaged, otherwise than by accident or service. They are responsible that the men's messes and necessaries are properly divided, as well as for their military conduct and appearance. They are to receive all moneys on account of the company, to take care that such moneys are expended in conformity with regulation, and with regard to the interests of the soldier. [id., § 17.]

**Q.** In the *absence of the captain*, on whom do the duties and responsibilities of commanding the company devolve?

A. The subaltern in temporary command. [Q. Reg., 7, § 17.]

Q. Who are responsible for the *cleanliness of the men* and their equipment, as well as for the state of their barracks?

A. Officers commanding companies. [id., § 18.]

Q. What is the rule as to the **order of companies on parade**?

A. They are to form, equally sized, according to the seniority of the captains, from flanks to centre—viz., senior on right, next senior on left, and so on; but for drill the order may be varied by the C. officer. [id., § 19.]

Q. How should each **company be designated and divided** for purposes of interior economy?

A. It should be designated by a letter of the alphabet, and be divided into two half-companies, each composed of two sections. [id., § 20.]

Q. Who are responsible for *squads or half-companies*?

A. The subalterns are responsible to the captain, who is answerable for the whole to the field officer. [id.]

Q. What information as to the men should *subalterns* possess?

A. On joining, they are to provide themselves with a roll of their squad or half-company, and to make themselves acquainted with the disposition, character, age, and service of each of their men. [id.]

Q. How should the men always be *assorted in their quarters*?

A. So as to keep the men of each half-company or squad contiguous. [id., § 21.]

Q. What degree of **proficiency of officers** is expected after certain short periods of service?

A. An officer is expected to be capable of commanding a company after 2 years' service, and should be competent to undertake the duties of a field officer after he has been 2 years in command of a company. [id., § 22.]

Q. What subalterns are to attend the monthly settlement of *soldiers' accounts*?

A. All who have not passed their examination for a company. [id.]

Q. In addition to ordinary drill, what must every officer go through before he can be dismissed?

A. A course of *rifle instruction*. [id.]

Q. With what **books is every officer** to furnish himself?

A. Queen's Regulations, Instructions for Encampments, Royal Warrant for Pay and Promotion, Field Exercise, Infantry Sword Exercise, Rifle Exercises, and Musketry Regulations. [id., § 23.]

Q. Name the works recommended as works of reference.

A. Handbook for Field Service, Artillerists' Manual, Simmons on Courts-martial, Clode's Military and Martial Law, and the Manual of Field Fortification. [id., § 24.]

**Q.** State shortly the rule restricting the employment of **quartermasters** in duties connected with supplies.

**A.** Their responsibility is limited to the quantity (not the quality) of supplies, and to their distribution. [*Q. Reg.*, 7, § 24.]

**Q.** May the duties of quartermaster and **paymaster** be temporarily combined in one person?

**A.** Not if it can be avoided. [*id.*, § 25.]

**Q.** May the paymaster preside over committees for the management of regimental funds, or act as treasurer for the same?

**A.** No. [*id.*, § 26.]

### *Officers' Mess and Bands.*

**Q.** How often should **officers' mess bills** be settled?

**A.** Monthly. [*Q. Reg.*, 7, § 28.]

**Q.** What steps should be taken to protect tradesmen from risk in supplying articles to the officers' **messman** (if a civilian)?

**A.** The C. officer should have them cautioned that the officers are not responsible for his debts. [*id.*, § 29.]

**Q.** May a serjeant be employed in the officers' mess?

**A.** Only as messman, caterer, or superintendent. [*id.*, § 30.]

**Q.** What is the rule as to the employment of N.-C. officers about the mess?

**A.** They are not to be employed in any menial capacity. [*id.*]

**Q.** By whom and how are the amounts of the officers' **contributions and subscriptions to the mess fund** regulated?

**A.** They are fixed by the C. officer, but may not exceed, for the contribution, 30 days' pay, and for the subscription, 8 days' pay per annum. The contributions should be so regulated as to prevent undue accumulations. [*id.*, §§ 32, 35.]

**Q.** How often and for what purpose are **mess meetings** held?

**A.** Quarterly to audit accounts, regulate expenses, and authorize any special outlay. [*id.*, 42.]

**Q.** To whose approval are proceedings of mess meetings subject?

**A.** That of the C. officer. [*id.*]

**Q.** Who is responsible for order and **discipline at the officers' mess**?

**A.** The senior combatant officer. [*id.*, § 44.]

**Q.** What is to be the **establishment of a regimental band**?

**A.** 1 bandmaster, 1 serjeant, 1 corporal, and 20 privates—all drilled and effective soldiers, liable to serve in the ranks on any emergency. [*id.*, § 50.]

**Q.** When should the band accounts be laid before the officers?

**A.** At the periodical mess meetings. [*id.*, § 53]

**Q.** May **boys enlisted as musicians** be clothed like bandsmen?

A. Yes, but not at the public expenses. [Q. Reg., 7, § 55.]

Q. How should **bandmasters** be selected?

A. From soldiers with Kneller hall certificates. [id., § 59.]

Q. What candidates should be selected for training at *Kneller hall*?

A. Soldiers of exemplary character, who have musical ability, and are capable of instructing others. [id., § 60.]

### *Non-Commissioned Officers.*

Q. At whose discretion are **colour serjeants** liable in case of misconduct to revert to the rank and pay of serjeant?

A. That of their C. officers. [Q. Reg., 7, § 62.]

Q. What are the duties of colour serjeants?

A. They attend the colours in the field, in addition to their regimental and company duties. They are not to be detached from companies, or on recruiting service, and are invariably to be the pay serjeants. [id., § 64.]

Q. Who only may be appointed colour serjeant?

A. Serjeants of approved valour and fidelity, who have rendered themselves conspicuous by attention to duty. [id., § 65.]

Q. May a staff serjeant be employed as **pay serjeant**?

A. No. [id., § 65.]

Q. How is money to be issued to pay serjeants?

A. They are not to be subjected to risk by having large sums placed in their hands, as officers commanding companies receive an allowance to compensate for this risk. [id.]

Q. Explain the difference between the terms "**rank**" and "**appointment**" as applied to N.-C. officers of infantry.

A. The following are ranks—serjeant-major, quarter-master serjeant, serjeant, corporal, and private. All other positions are appointments. [G. O. 13, 1876.]

Q. What are the rules as to **resignation of rank** by N.-C. officers?

A. They may, with their C. officer's consent, resign their rank, and revert to the position they previously held; but without the sanction of the general officer commanding, they may not do so in order to escape trial by C. martial. [Q. Reg., 7, § 63.]

Q. How should the cause of the resignation of a N.-C. officer be recorded?

A. By appending the C. officer's certificate of the same to his record. [id.]

Q. Under what regulations can a soldier be **removed from an appointment**?

A. A soldier may be deprived of an appointment, provided it is not one for which he specially enlisted, for irregularity



or incapacity, without being tried by C.-martial, and will, in that case, revert to the rank he held before he obtained the appointment. This punishment will not entail an entry in the regimental defaulter book. [G. O. 13, 1876.]

**Q.** What are the rules as to **serjeant's books**?

**A.** A copy of the "Field Exercise and Evolutions" is issued gratis to each, which is to be produced at inspections. When a serjeant is discharged or removed, he is to deliver it to the officer commanding his company. [Q. Reg., 7, § 67.]

**Q.** What do the regulations enjoin as to the performance of **detached duties** by N.-C. officers?

**A.** They should study to ensure the military appearance and good conduct of their parties, attend to the condition of appointments, arms, quarters, &c., keep accurate accounts, settle all lawful demands for billets, and obtain receipts for the same. [*id.*, § 68.]

**Q.** What is the rule as to appointing **acting N.-C. officers**?

**A.** When necessary, one corporal may be appointed acting (lance) serjeant, and three privates acting (lance) corporals in every company, who, if found efficient, are to be promoted as vacancies occur. The number is not to be exceeded except under the general officer's sanction. [*id.*, § 69.]

**Q.** When N.-C. officers are **attached for duty to militia** or volunteers, do they continue on the strength?

**A.** Yes, as supernumeraries, until the completion of their service; but the promotion of their successors takes effect at once. [*id.*, § 70.]

**Q.** From whence are **armourer serjeants** obtained by regiments?

**A.** From the corps of armourers. [*id.*, § 71.]

**Q.** Name some of the rules as to the **attestation, promotion, and re-engagement** of armourers.

**A.** They are attested for general service, and must receive the certificate of the inspector of small arms, before being promoted to serjeant. They may be re-engaged for the corps of armourers at the regiment or station where serving, after completing two-thirds of their limited service from the date of last attestation. None but efficient well-conducted men should be re-engaged. [*id.*, §§ 71, 74.]

**Q.** How should an armourer's attestation document be made out and kept?

**A.** In duplicate—one copy being at the small arms factory, the other at the corps. The man's C. officer is responsible that the latter is complete, and that on the armourer's removal it is forwarded to the superintendent at Birmingham, in order that the entries may be transferred to the copy there, after which it will be sent to the man's new destination. [*id.*]

**Q.** On a change of armourer serjeants, what is done as to the *forge and tools*?

**A.** They are surveyed in presence of the old and new armourers, losses and undue damage being assessed. [Q. Reg., 7, § 75.]

**Q.** Detail the *duties* of the armourer serjeant with regard to arms.

**A.** To execute all repairs, whether necessitated by carelessness or wilful damage or not; strip the rifles and examine and clean all arms periodically; brown the barrels every second year or oftener if necessary; and mark all arms. [G. O. 31, 1876.]

**Q.** On what duties other than those connected with arms may armourer serjeants be employed?

**A.** Marking drums, bugles, flutes, piccolos; repairing metal work of accoutrements; repairing the field forge; and performing any work within their capabilities required by the equipment of their corps. Armourer serjeants are not to be employed in work requiring special instruction which they have not received, or upon any other description of work than that provided for in the Queen's Regulations. [id.]

**Q.** May armourers be employed with other corps or departments without extra remuneration?

**A.** Only if the duties of their own corps admit, but such employment is limited to corps without artificers, or to exceptional cases in which additional assistance is required. [id.]

**Q.** What steps are to be taken to ensure a constant supply of men for appointment as *serjeant master tailor*?

**A.** C. officers are to recommend, through general officers, fit candidates for training at Pimlico. If favourably reported on by a board of master tailors (or if there is only one corps, by the master tailor), the general officer will forward the recommendation to the A.-general, with the proceedings of the board and man's defaulter sheet. [Q. Reg., 7, §§ 77, 78.]

**Q.** What *option* is given to soldiers who qualify as master tailors with regard to the regiment they are to serve in?

**A.** They may volunteer to any corps in want of a master tailor, or await a similar appointment in their own. [id., § 79.]

**Q.** What is the rule as to the *special enlistment* of serjeant master tailors on home service?

**A.** A competent man having been found, application to have him examined at Pimlico should be made to the A.-general. His certificate should then be forwarded with the application for enlistment. He is to be enlisted as a private to serve at home or abroad, or, in case of reduction, in the ranks. He will be on probation for 6 months, and will receive no clothing or free kit, unless confirmed in the appointment. On the corps going abroad,

he will be replaced by a soldier from the Clothing Depot, and will be transferred to any vacancy there may be at home.

[*Q. Reg.*, 7, § 81 ; *G. O.* 35, 1876.

*Q.* May vacancies in the appointment of serjeant master tailor *abroad* be filled up on the spot ?

*A.* Yes, if there is a suitable man in the corps, but subject to confirmation. [*Q. Reg.*, 7, § 82.

*Q.* Is the master tailor to be in excess of the *establishment* ?

*A.* No ; but his place as duty serjeant may be filled by a lance serjeant. [*id.*, § 83.

### *Serjeants' Messes.*

*Q.* What is the rule as to establishing a serjeants' mess ?

*A.* It is always to be established if practicable. [*Q. Reg.*, 7, § 84.

*Q.* Under whose **supervision** is the serjeants' mess ?

*A.* That of the C. officer. The adjutant will assist him, and be charged with the immediate supervision. [*id.*

*Q.* What N.-C. officers are to be **members** of the serjeants' mess ?

*A.* Army schoolmasters (if unmarried) ; military bandmasters, staff and other serjeants, lance serjeants, artificers ranking as serjeants (whether married or single). The single members must be dining members. [*id.*, § 85 ; *G. O.*, 63, 1876.

*Q.* What **fees and subscriptions** are payable to the serjeants' mess ?

*A.* Entrance fees, not exceeding three days' pay on appointment ; and on promotion the difference of three days' pay. Monthly subscriptions, not exceeding 1s. 6d. for unmarried, and 9d. for married or detached members. [*Q. Reg.*, 7, § 84.

*Q.* What is the rule as to serjeants' **mess meetings** ?

*A.* All the members are to meet monthly under the serjeant-major, or, in his absence, the Q.-M. serjeant or senior colour serjeant ; and the minutes are to be submitted to the C. officer. [*id.*

*Q.* By whom is the **serjeants' mess managed** ?

*A.* A committee of 1 colour serjeant and 2 serjeants (one married and one unmarried), appointed quarterly. [*id.*

*Q.* To what extent is the *committee* of the serjeants' mess entrusted with expenditure ?

*A.* It may authorize usual payments. [*id.*

*Q.* Who is eligible to be *caterer* for the serjeants' mess ? How is the appointment made ?

*A.* Any serjeant (not on the mess committee, or acting as canteen serjeant), approved by the C. officer, may be appointed by the committee. [*id.*, § 85, also 15, § 72.

*Q.* What daily *rate of messing* should not be exceeded in the serjeants' mess ?

A. One shilling. [Q. Reg., 7, § 85.]

Q. What is the earliest hour at which *spirits and beer* may be sold in the serjeants' mess?

A. The same as in the canteen at the station. [id.]

Q. Who should act as *treasurer* of the serjeants' mess?

A. A staff or colour serjeant is appointed quarterly. [id.]

Q. State some of the regulations as to the **money transactions and accounts** of the serjeants' mess?

A. The committee collect from pay serjeants all amounts due and hand them to the treasurer, who at once pays all bills (first signed by the president). The committee is responsible for, and must certify monthly to the C. officer, the payment of bills. They are to check the accounts weekly, submitting them with vouchers on or before the 5th of each month to the mess meeting; and a statement signed by the president, after being audited by the quarterly mess meeting, is to be laid before the C. officer. Any sum accumulating beyond £5 is to be placed in the savings bank. [id.]

Q. What are the rules as to **entertainments** and honorary members in the serjeants' mess?

A. Entertainments should be discouraged, and are never to be given except with the concurrence of two-thirds of a general meeting, and the C. officer's sanction; but serjeants joining or quitting the station may, with the C. officer's sanction, be made honorary members. [id., also § 87.]

Q. Who is responsible for **good order** in the serjeants' mess?

A. The senior N.-C. officer. [id., § 85.]

### *Soldiers' Accounts,\* Messing, and Cooking.*

Q. In whose presence is the **issue of pay** to soldiers to take place.

A. That of an officer. [Q. Reg., 7, § 88.]

Q. What certificates are rendered as to the **monthly settlement** of soldier's accounts?

A. The C. officer certifies on the monthly return to the A. general that the settlement has been made by the captains and that the balances, if any, have been carried to the men's credit. Each captain renders a certificate to the C. officer to the same effect. [id., §§ 89, 90.]

Q. What should every N.-C. officer and soldier be provided with to show the monthly settlement of his accounts, the articles of clothing issued to him, and his school certificate, &c.?

A. A book called the "Pocket Ledger." [id., § 91.]

Q. Is a soldier liable to be punished if he loses or defaces his **pocket ledger**, and to replace it at his own expense?

\* See also "CHARGE OF A COMPANY AND DETACHMENT" (*accounts*) in the evious section.

A. Yes.

[Q. Reg., 7, § 91.

Q. When a soldier is *discharged, deserts, or dies*, how is his pocket ledger disposed of?

A. On discharge he takes it with him ; on desertion, the book, if left behind, will remain with the regiment ; on the soldier's death (while serving), the book will, if desired, be forwarded to his relations or representatives. [id.

Q. What should be written on the *cover* of the pocket ledger?

A. Name, number, and regiment of the soldier. [id., § 92.

Q. What are the orders regarding the *care and inspection* of the soldier's pocket ledger?

A. It is always to be kept by the soldier, and to be produced at kit inspections. [id.

Q. Who are responsible that the accounts in the pocket ledgers are kept regularly, and by whom are they to be signed at the monthly settlement?

A. Captains are responsible. They will sign in the case of credits, but the soldiers will sign when there is a debt or no balance. [id.

Q. How are *accounts of soldiers* who cannot write verified?

A. By the signature of a witness, other than the pay serjeant, to the soldier's mark. [id.

Q. What *entries in the pocket ledger* should be signed by the officer commanding the company?

A. Service abroad, receipt of clothing, marriage, children, becoming non-effective, and next of kin. [id., § 93.

Q. What entries in the pocket ledger are to be in the handwriting of the officer, as well as signed by him?

A. Promotion, wounds, and distinguished conduct. [id.

Q. Should medals, distinctions, gratuities, annuities, or badges be entered in pocket ledgers under head "Distinguished himself"?

A. Only medals and distinctions for war services. [id.

Q. How is the note of a soldier's religious denomination in the pocket ledger to be attested?

A. By his signature. [id.

Q. What entry regarding the *brothers of soldiers* should appear in the pocket ledger?

A. A note of their names, stating whether they are older or younger. [id., § 94.

Q. Does the entry of the soldier's *next of kin* in the pocket ledger relieve the soldier from the necessity of making a will?

A. No ; such entry has no legal effect. [id.

Q. How often should "next of kin" be revised?

A. Annually after 1st January, a report to that effect being included in the monthly return of 1st February. [id.

**Q.** When a soldier desires to execute a *will*, what form should he adopt?

**A.** That given in the pocket ledger. [Q. Reg., 7, § 95.]

**Q.** Of how many meals does a soldier's *messing* consist?

**A.** Three ; breakfast, dinner, and an evening meal. [id., § 97.]

**Q.** What is the *C. officer's duty* as to soldier's *messing*?

**A.** To see that it is properly and sufficiently provided, without exceeding the regulated rates. [id.]

**Q.** What are the regulations as to the *inspection of meals and kitchens*?

**A.** The officers on duty are to visit the rooms during breakfast and dinner, to see that there is no cause for complaint, and are to inspect the kitchens daily. [id., § 98.]

**Q.** How are *serjeant cooks* appointed?

**A.** They are selected by the C. officer, and recommended to the Q.-M. general for instruction at Aldershot ; after which they act on probation for 3 months, and are then recommended to the C-in-Chief for appointment. [id., §§ 100, 103.]

**Q.** What *qualifications* are required from candidates for appointment as *serjeant cook*?

**A.** They should be steady, trustworthy N.-C. officers, able to keep simple accounts, and be in such a position as to afford some guarantee that they will be available to serve at least 5 years in the appointment. [id.]

**Q.** When it is desirable to *deprive a serjeant cook* of his appointment, what steps are to be taken?

**A.** A report is to be made to the Q.-M. general, through the general commanding. In cases of inefficiency the certificate of competency is to be surrendered, and forwarded with the report. [id., § 106.]

**Q.** What are the rules as to the appointment and duties of a *second (or assistant) cook* for regiments?

**A.** A corporal or lance corporal (unmarried) is to be trained at Aldershot with a view to succeeding the *serjeant cook*, or to being employed with a detachment. He must serve a probation of 3 months accumulatively, during the absence of the *serjeant cook*, before receiving a certificate ; and when not employed as a cook, is to do duty in the ranks. No expense is to be entailed by the appointment except travelling expenses to and from Aldershot. [id., § 104.]

**Q.** What are the regulations as to the disposal of *refuse from cooking*?

**A.** Arrangements are to be made by C. officers, the sum accruing being divided monthly among the companies, according to strength, and carried to the credit of the *messing*. A

fatigue dress for the cooks, with the cost of washing the same, and vegetable nets, are chargeable to the fund. [*Q. Reg.*, 7, § 105.]

*Q.* In what manner and how often is an account of the refuse fund and its appropriation to be published?

*A.* Monthly, in orders. [*id.*]

### *Soldier Servants, Orderlies, &c.*

*Q.* From what class of soldiers are servants selected?

*A.* From those who have done duty 18 months, and are acquainted with their duty, and of good character. [*Q. Reg.*, 7, § 109.]

*Q.* How is the military *efficiency* of servants to be maintained?

*A.* They are to be fully clothed, armed, and equipped; and to go through the musketry course, and such drills as the C. officer may direct. [*id.*]

*Q.* To what *duty* are officers' servants liable?

*A.* To any guard or service on which the officer is employed; to fall in at inspections, field days, &c. [*id.*]

*Q.* At what stations is the employment of European soldiers as servants forbidden?

*A.* Where an *allowance* is drawn in lieu of servants. [*id.*, § 110.]

*Q.* In what cases may officers retain servants during absence from the corps.

*A.* When employed as superintendent of gymnastics, in acting staff appointments, or on temporary duty; and, with the general officer's sanction, when on leave not exceeding two months, or invalided to England from abroad. In the latter case the servant's arrival at home is to be reported to the A.-general. [*id.*, § 113.]

*Q.* State some of the rules relating to the employment of mounted orderlies for conveyance of letters, &c.

*A.* They are only to be employed in urgent cases. The date of despatch, and the speed at which the letter is to be conveyed are to be written on the cover, and a receipt noting the hour of delivery is to be given to the orderly. The rate, except in urgent cases, should not exceed six miles an hour. [*id.*, §§ 116, 117, 118.]

### *Army Signalling.*

*Q.* Under what rules are instructors in army signalling to be appointed in every corps?

*A.* One officer and two N.-C. officers in possession of a certificate of competency are to be appointed, without pay or exemption from any duties, except such as interfere with their employment. Vacancies are to be reported to the Q.-M. general.

[*Q. Reg.*, 7, §§ 120, 1

Q. Of what number should the **classes** in signalling consist?

A. Ten officers and men. [Q. Reg., 7, § 123.]

Q. What men only should be selected for **signallers**?

A. Quick intelligent men with good eyesight, able to read and write well and spell correctly. [id.]

Q. What number of signallers should be selected in each company?

A. One officer and two N.-C. officers or privates, with one supernumerary. [id., § 125.]

Q. What inspection of signallers is to be made?

A. An officer will be appointed annually, in autumn, to inspect them and report. [id., § 126; G. O. 45, 1876.]

### *Pioneers and Employment of Soldiers in Trades.*

Q. What is the **establishment of pioneers** in each battalion?

A. One serjeant and ten pioneers. [Q. Reg., 7, § 129.]

Q. Of what trades should pioneers be, if possible?

A. 1 serjeant (carpenter); 3 carpenters; 2 bricklayers (1 able to plaster and 1 to slate); 1 smith (able to shoe horses); 1 mason (able to cut stone); 1 painter and glazier; 2 plumbers and gas-fitters. [id.]

Q. Under what rules should the **selection of pioneers** be made?

A. They should be selected mainly for proficiency in trades, so as to be competent to repair barracks, to perform any work required by a regiment, and to instruct others. They should be of good character. [id., §§ 130, 131.]

Q. Name some of the methods of obtaining efficient pioneers when the tradesmen required cannot be found in the corps?

A. By transfers, by special enlistments, and by sending selected men to be instructed at Woolwich Arsenal. Smiths may be instructed under the farriers of cavalry. [id., § 131.]

Q. How should the proficiency of pioneers be ascertained?

A. By examination in the Royal Engineer department. [id.]

Q. What are the rules for the selection of the **pioneer serjeant**?

A. Besides being a competent man otherwise, he should be able to write legibly and keep simple accounts. [id., § 132.]

Q. When a pioneer serjeant has been selected, what instruction is he to go through?

A. Application should be made for his instruction at the school of engineering in building and field work. [id.]

Q. After the pioneer serjeant has been reported qualified at the school of engineering, on what terms is he to be appointed?

A. As on probation for 3 or, if necessary, 6 months, after which,



if favourably reported on by the C.-Engineer, he may be confirmed in the appointment. He cannot fill any other situation, and will be classed as serjeant. [Q. Reg., 7, § 81; G. O. 35, 1876.]

Q. On what terms may the **pioneers be employed** by the engineer and control departments?

A. They may be employed (1) by contract or agreement made with the pioneer serjeant; (2) by piece work; (3) by day work, or by the hour. [Q. Reg., 7, § 133.]

Q. What discretion has the C. officer as to employing the pioneers?

A. He may employ them in the quartermaster's store or on other duty, and should afford them facilities for working and instructing others; as a rule they should be retained at headquarters, but C. officers must be guided by circumstances in this respect. [*id.*]

Q. With what object is the **employment of soldiers in trades** to be encouraged?

A. To render regiments independent of external aid, and perform work for the military departments. [*id.*, § 128.]

Q. How is the **classification of men by trades** to be made and recorded?

A. N.-C. officers, soldiers, and recruits are to be tested and classified by the engineer and control departments. Lists are to be kept in the orderly room, and each soldier's classification entered in his pocket ledger. [*id.*, § 134.]

Q. What arrangements should C. officers make for the employment of soldier tradesmen in **departmental work**?

A. They should arrange with the commanding engineer for the repairs and alterations to barracks, and with the controller for the repairs to furniture and utensils by the artificers of their regiments. [*id.*, § 135.]

Q. May soldier tradesmen be employed in **private work**?

A. Yes, if approved by the C. officer. [*id.*, § 136.]

Q. Describe the **works fund** and its object.

A. A fund not exceeding £30, to meet the cost of repairing or replacing tools, &c., formed by setting aside in the paymaster's hands the amount of a deduction, fixed by the C. officer, but not exceeding 5 per cent. from the money paid for all work.

[*id.*, § 137.]

Q. How is money earned by contract apportioned?

A. By the pioneer serjeant, under the superintendence of an officer who will be appointed by the C. officer for the purpose, and to act as referee in all matters connected with the workshops.

[*id.*, § 138.]

Q. What reports are to be made as to employment in trades?

A. Reports by general officers at the annual inspections as

the progress made, and as to any impediments to the full utilization of military labour at the station. [Q. Reg., 7, § 139.

Q. How is the instruction of soldiers' children in trades to be encouraged?

A. By affording every facility, and as far as possible consulting the wishes of the parents. [id., § 140.

### *Married Soldiers.*

Q. What N.-C. officers and soldiers are eligible to have their names placed on the married roll?

A. All serjeants and N.-C. officers and soldiers who have completed 7 years' service, and are in possession of at least one badge. The marriage must take place with the consent of the C. officer obtained beforehand. £5 in the savings bank will be considered a desirable qualification. [Q. Reg., 7, § 143.

Q. May a C. officer consent to a soldier's marriage in anticipation of vacancies on the married roll?

A. Yes; but his consent will not carry with it any privileges until a vacancy occurs. [id.

Q. How are vacancies in the married roll abroad to be filled up?

A. The vacancies, the women creating them, and the women recommended to be sent out to fill them, are to be named in the returns sent by the C. officer abroad to the depot. [id., § 144.

Q. To what soldiers only may permission be given to sleep out of quarters permanently?

A. Those who are married with leave, and, together with their wives, are of good character. [id., § 145.

Q. What should be required of soldiers who are allowed to sleep out of barracks?

A. That they should be regular in their duties, orderly in their lodgings, exact in their dress, and that they never leave their lodgings after tattoo, except on duty or with leave. [id.

Q. In what case may the C. officer allow a soldier married without leave to be out of mess?

A. That of a man of good character, with children. [id., § 146

### *Transfers.*

Q. Whose authority must be obtained for transfers?

A. That of the C.-in-Chief; but in Ireland and abroad, general officers may sanction transfers of younger to serve with elder brothers, if both are in the command. [Q. Reg., 7, § 147.

Q. On what grounds are transfers usually authorized?

A. To enable brothers to serve together. [Q. Reg., 7, § 148.

Q. In applications for transfers, what information is given?

A. A description (W. O. form), and a statement that there is reason to believe that a *bond fide* relationship exists between the men as shown in the pocket ledgers—that the conduct of both has been good, and that the C. officers of both concur in recommending the transfer. [id., § 149.

Q. From what date should a transfer take place?

A. From the last day of the month, to which date inclusive the man will be settled with in his old corps. He will be taken on the strength of the new corps in the monthly return of the following day. [id., § 150.

Q. What documents are sent with transferred soldiers?

A. 1. Attestation (at home); copy of record (abroad). 2. Register sheet. 3. Regimental and company defaulter sheets. 4. C.-martial sheets and civil convictions. 5. Original No. I report. 6. Ledger sheet. 7. Savings bank transfer statement. 8. List of necessaries. 9. Clothing return, &c. 10. Medical history sheet. 11. Musketry transfer return. 12. Extracts from register of marriages and baptisms. 13. Statement of unadjusted claims. If the transfer is from one battalion of a brigade to another, or to or from the brigade depot, a nominal roll, with a certificate signed by C. officer, paymaster, and adjutant, that all required entries have been made in their records up to and including date of transfer will be sent with the men.

[id., § 151 ; G. O. 22, 1875.

Q. In the event of the documents not being received with a transferred soldier, or of non-adjusted claims not being stated, what steps are to be taken?

A. The C. officer receiving the transfer will report to higher authority. [Q. Reg., 7, § 154.

Q. Through whom should the attestations and records of *school-masters* be forwarded on transfer?

A. Through the Director-General of Education. [id., footnote.

Q. When a soldier is transferred to the *1st class army reserve*, what returns are to be rendered to the brigade depot?

A. A nominal and descriptive return by the C. officer of the regiment, and a return of casualties and changes of residence by the pensioners' staff. [id.

Q. What notification of a transfer abroad is made to the brigade depot?

A. A notification thereof, with a view to the attestations being transmitted. [id., § 152.

Q. What certificate is to be entered in the *pocket ledger* of a transferred soldier?

A. A certificate by the C. officer, detailing previous service and cause of transfer. [Q. Reg., 7, § 153.]

Q. What is the rule as to a soldier's debt on transfer?

A. The captain receiving him is not liable to pay more at first than 10s. ; but the remainder of the debt is to be recovered from the man and remitted as soon as possible. [id., § 155.]

### *Soldiers' Letters.*

Q. What is the **rate of postage** for soldiers' letters at home?

A. The ordinary rate. [Q. Reg., 7, § 156.]

Q. What is the rate of postage for prepaid letters (not exceeding  $\frac{1}{2}$  oz.) received or sent by soldiers serving abroad?

A. One penny, in addition to the postage of any foreign country through which they may be sent. If sent by private ships, two pence. [id., § 157.]

Q. What should the **address** of letters sent by soldiers to and from the colonies include?

A. The number and name of the soldier, his rank and corps, with the signature of the C. officer. [id., § 158.]

Q. Are soldiers' letters liable to postage on redirection?

A. Not if franked, and under  $\frac{1}{2}$  oz. in weight. [id., §§ 156, 159.]

Q. Is a soldier liable to a charge for the **delivery** of letters?

A. No. [id., § 161.]

### *Divine Service.*

Q. What are the **responsibilities of C. officers** as to divine service?

A. To take care that it is performed regularly for the troops; and to report deviations from the mode of conducting it, laid down by the chaplain general. [Q. Reg., 7, § 164.]

Q. What marks of respect are to be shown to **chaplains**?

A. Such as are due to their rank and profession; soldiers are to salute them. [id., § 165.]

Q. What persons are included in a chaplain's charge?

A. In addition to the officers and men the charge includes the families of both, although, in the case of soldiers, they may not be on the married roll. [id., § 167.]

Q. What are the rules for **assembling troops** for public worship?

A. They are not to be in greater numbers than the voice will reach. The men are to wear side arms, and to be marched to and from the church. [id., § 166.]

Q. What is the rule as to the wives and families of soldiers tending divine service?

A. Their attendance is to be encouraged. [Q. Reg., 7, § 166.

Q. May soldiers of other persuasions be compelled to attend the worship of the Church of England?

A. No. [id., § 169.

Q. How are Roman Catholics or Presbyterian soldiers to be marched to and from their places of worship?

A. Under an officer, if their numbers exceed 20; under a serjeant, if otherwise. [id., § 170.

Q. Is the officer or serjeant under whom soldiers are marched to divine service to remain with them during the service?

A. Yes. [id.

Q. What is the rule as to the supply to soldiers and duration of Bibles and Prayer Books?

A. They are supplied gratis, to last ten years. If lost or disposed of, they are charged to the soldier. [id., § 171.

Q. What are the regulations as to religious instruction in schools?

A. An hour on two separate days per week is to be given up to the clergy for religious instruction. [id., § 173.

## DUTIES.

### *Roster of Duties.*

Q. In what order do officers and corps take all duties?

A. From the senior downwards. [Q. Reg., 8, § 1.

Q. State how all duties are classified.

A. 1, Guards; 2, Divisional duties under arms; 3, Brigade or garrison duties under arms; 4, Regimental duties under arms; 5, C.-martial; 6, Boards or courts of inquiry; 7, Working parties; 8, Duties of fatigue. [id., § 2.

Q. How are the different descriptions of C.-martial and boards or courts of inquiry classified?

A. C.-martial, as—1st, General; 2nd, District or garrison; 3rd, Regimental. Boards, &c., as—1st, Divisional; 2nd, Brigade; 3rd, Regimental. [id.

Q. When an officer's tour for more than one duty comes on the same date, how is the detail to be regulated?

A. He is to be detailed for that duty only which has the precedence, and to receive an overslaugh for any other. [id.

Q. When an officer is actually in the performance of one duty when his tour for another occurs, what takes place?

A. His tour passes him. [id.

Q. Is an officer "in waiting" entitled to count a tour?

A. No. [id.

*Q.* If a *C.-martial* be dismissed without trying any person, will that count as a duty?

*A.* Only if the members have been sworn. [*Q. Reg.*, 8, § 4.]

*Q.* When a *C.-martial* is not sitting, are the members available for other duties?

*A.* Only on days on which the court does not sit. [*id.*]

*Q.* May members of *C.-martial*, courts of inquiry, or boards, quit the station when the proceedings terminate?

*A.* Not without permission of the general commanding, until the *C.-martial*, &c., shall have been dissolved. [*id.*]

*Q.* What is required to entitle a *regiment*, *detachment*, *guard*, *piquet*, or *fatigue party* to count a tour of duty?

*A.* That it shall have marched off the ground where it may have been ordered to parade. [*id.*, § 5.]

*Q.* May an officer **exchange duty** with another?

*A.* Not without the permission of the authority by whom he was detailed. [*id.*, § 6.]

*Q.* Are **officers of artillery and engineers** exempted from ordinary garrison duties?

*A.* No; but they take guards and piquets with their own corps only. Artillery and engineer *C.* officers are to be exempted by the general officer when they have peculiar professional occupations which demand their whole attention, and which would be interrupted by such duties. [*id.*, § 7.]

### *Duties in Garrison.*

*Q.* Name the hours for "**Reveille**," "**Retreat**," and "**Tattoo**," at home stations.

*A.* Reveille, from 5·30 A.M. in summer to 6·30 A.M. in winter; retreat, at sunset; tattoo, at 10 P.M. [*Q. Reg.*, 8, § 9; *G. O.* 33, 1876.]

*Q.* How is the time for sounding reveille, retreat, and tattoo to be taken?

*A.* From the main or other guard—to be named in garrison orders—or from the firing of the station gun, where there is one. [*Q. Reg.*, 8, § 9.]

*Q.* What is the rule as to the hours of reveille, retreat, and tattoo on foreign stations?

*A.* The hours for home service should be adhered to as far as possible; but they may be varied by the general in command. [*id.*, § 10.]

*Q.* When should reveille and tattoo sound during field service?

*A.* The former at day-break, the latter at such hour as the commander of the force may order.

*Q.* For what is *reveille sounding* the signal?

A. For troops to rise, fold up their bedding, and clean and arrange their rooms under the N.-C. officers. [Q. Reg., 8, § 11.]

Q. What calls only may sound between tattoo and reveille?

A. "*Lights out*," quarter of an hour after the last post of tattoo, and the "Fire alarm" or other signal for a turn out of the troops. [id., § 12.]

Q. May soldiers be out of quarters between tattoo and reveille?

A. Only those with passes. [id., § 13.]

Q. What are the ordinary duties of the **field officer of the day**?

A. To be present at general guard mounting; to visit guards by day and night; and to command the piquets in case of fire, riot, or other alarm. In the morning, on the guards dismounting, to forward the reports of their commanders to the officer commanding at the station, together with his own report, in which any irregularity or unusual occurrence is to be noted. [id., § 14.]

Q. In small garrisons, by whom should the duties of the field officer of the day be performed?

A. By a captain. [id., § 15.]

Q. In large garrisons, by whom may the field officer of the day be assisted?

A. A captain may be detailed for the purpose. [id.]

Q. How are the **adjutant of the day** and regimental staff, with band and drummers, required for garrison duty each day detailed?

A. From the regiments according to roster. [id., § 16.]

Q. What officers only may give orders on parade to the **town or brigade major**?

A. The officer in command of the parade or station. [id., § 17.]

Q. What is the usual hour for piquet and **guard-mounting**?

A. 10 A.M. [id., § 19.]

Q. By whom should guards and armed parties be inspected and sized before going on duty, and by whom should they be marched from the regimental to the general parade?

A. By the adjutant or other officer. [id., § 20.]

Q. Describe generally the duties of **commanders of guards**, and of the N.-C. officers under their command.

A. Commanders are to make themselves acquainted with the orders of the guard as well as with those on each sentry's post. The orders of the guard are to be read and explained to the men as soon as the guard has mounted. Every relief is to be inspected on going out and coming in. Commanders are to go their rounds at least twice by day and twice by night, and a N.-C. officer and file of men are to visit the sentries frequently, in order to ascertain that they are acquainted with their orders, and are carry-

ing them out in a proper manner. The greatest vigilance is to be exercised by commanders, as well as N.-C. officers, to ensure an exact performance of duty, and to prevent irregularities.

[Q. Reg., 8, §§ 21, 22.]

Q. What are the rules as to officers and soldiers *quitting their guards*?

A. Commanders are never to quit their guards except for the purpose of visiting sentries, and are then to inform the next in command of their intention and probable time of absence. No soldier may quit his guard without leave, which is to be sparingly granted, and only for special purposes.

[id., § 23.]

Q. May officers or soldiers take off their *clothing or accoutrements* when on guard?

A. No.

[id., § 24.]

Q. What is to take place on guard at the commencement of the *reveille, retreat, and tattoo* sounding?

A. The guards are to turn out and be inspected by the commanders, who will ascertain that the men are present and regular.

[id., § 25.]

Q. How often should the *relief of sentries* take place?

A. Every 2 hours; but in bad weather every hour by night, at the discretion of the C. officer of the garrison.

[id., § 26.]

Q. How is the expense of providing *coffee for guards* during the night charged?

A. To the regimental canteen fund.

[id.]

Q. When a fire breaks out, or *alarm* is raised in a garrison, or in the vicinity of a guard, what should the guard do?

A. It is to be under arms, and so continue till the cause of alarm has subsided.

[id., § 27.]

Q. Describe what is meant by the *guard report*.

A. It is a document in a prescribed (W. O.) form, in which are specified the hours at which the officer went his rounds; and the hours at which the guard was visited by the officers on duty, or rounds of any description. In the case of regimental, main, and quarter guards it should contain a list of prisoners, with their crimes.

[id., § 28.]

Q. May C. officers sanction the use of manuscript forms of guard report?

A. Yes; except for guards charged with the custody of prisoners. But the forms should be based on the printed form so far as applicable.

[id., § 29.]

Q. What should be done with guard reports showing the disposal of prisoners?

A. They are to be preserved and laid before general officers at inspections.

[id.]



**Q.** To whom should a report be made by the commander of any unusual occurrence that may happen at or near a guard?

**A.** To the field officer or captain of the day. [*Q. Reg.*, 8, § 28.]

**Q.** What are the rules as to **patroles** detached to assist the civil authorities or to quell disturbances in which soldiers are engaged?

**A.** They are to be fully armed; and when employed in the suppression of disturbances, they are to be under an officer. [*id.*, § 30.]

**Q.** How are ordinary regimental **patroles** and **pickets** for the apprehension of absentees to be armed?

**A.** With side arms. [*id.*]

**Q.** What are the rules as to the inspection and dismissal of **guards on dismounting**?

**A.** They are to be marched to their regimental parades, where they are to be inspected, and their arms examined. In the case of an officer's guard, the men, if clean and regular, are to be dismissed by the commander, after reporting to any superior officer on the parade. A N.-C. officer's guard, if there is no officer on the parade, is to be reported to the adjutant or orderly officer. Ball cartridges are to be withdrawn in the presence of an officer. [*id.*, § 31.]

**Q.** Name some of the regulations as to the responsibility of the commander for **stores in charge of a guard**.

**A.** All stores and furniture (including watch-coats) are to be handed over from one commander to another. The commander of the relieving guard will be held responsible for their correctness, and required to certify in his report the state of each article when taken over. [*id.*, § 33.]

**Q.** What course should be followed as to the division of **fortresses** into districts, and the distribution of the troops therein?

**A.** Every fortified place should be divided by the commandant, after consultation with the artillery and engineer commanders, into convenient districts, to each of which an artillery and engineer officer and a defensive body of troops will be appointed in garrison orders. A place is also to be selected where the reserves will parade. [*id.*, §§ 34, 35.]

**Q.** What are the rules as to *inspection* of fortresses by commandants?

**A.** They will be inspected from time to time with troops in position; flank guns and parapets manned; drawbridges raised; sally ports closed; expense magazines and arm sheds opened. The commandant will see that all are acquainted with their duties, and with the communications, &c.; the engineers will explain the uses of each work to the infantry. [*id.*, §§ 36, 37, 38.]

**Q.** What are the regulations as to the preparation and care of a *detailed account of a fortress*, and of range tables for batteries?

A. The commanding engineer will prepare and take charge of the detailed account. It is a confidential document; the commandant and artillery commander are to have free access to it; but no part of it may be copied. Range tables for each battery, and a table showing distances, should be retained in the battery stores.

[*Q. Reg.*, 8, §§ 39, 40.]

### *Duties in the Field.*

Q. What **information as to the country** should general officers and aides-de-camp acquire when serving in the field?

A. Such as will enable them to support or defend any post, and to march without guides. [*Q. Reg.*, 8, § 41.]

Q. How may information as to the features of a country be acquired.

A. By means of maps, local inquiries, and observation. [*id.*, § 42.]

Q. May **guides** be relied on during service?

A. Only during ordinary marches; near the enemy the eye and intelligence of the principal officers must determine movements. [*id.*]

Q. What opinion, &c., should the medical officer be called on to give as to any proposed **site for a camp** or bivouac?

A. An opinion as to its salubrity and as to the sanitary arrangements that would be desirable. [*id.*, § 43.]

Q. When a division or brigade **arrives in camp** what steps are first taken?

A. Quarter and rear guards mount immediately, the advanced piquets are posted, and the tents are pitched. [*id.*, § 44.]

Q. What must be done before the officers can leave their companies or employ any soldier for their own convenience?

A. The tents must be pitched. [*id.*]

Q. What is laid down as to the *quarters of general officers* in camp?

A. General officers are to remain with their brigades until the tents are pitched and guards posted, and are to encamp with them, or in their immediate vicinity. [*id.*, § 45.]

Q. What is to be done as to *alarm posts* on arrival in camp?

A. The troops are to be made acquainted with those of their regiments, and officers with those of their brigade. [*id.*, § 46.]

Q. What **officers for daily duty**, in addition to those on guard are detailed in camp?

A. A general or generals of the day, according to strength; in large camps, a lieutenant-general and a major-general of each wing, or a major-general of cavalry, and one of infantry, and brigade majors in the same proportion; a field officer, adjutant, and quartermaster per brigade; and a captain and subaltern per regiment. [*id.*, § 47.]

Q. What duties does the *general of the day* perform in camp?

A. He superintends the camp, visits guards and outposts, inspects inlying piquets, receives all reports from guards and outposts, and reports any unusual occurrence to the general in command.

[Q. Reg., 8, § 48.]

Q. What duties does the *field officer of the day* perform in camp?

A. He superintends the brigade camp, and is present at the mounting of brigade guards, which he visits by day and night. The inlying piquets are under his command. He inspects them, orders such patrols from them as may be necessary; and if they are ordered out, accompanies them.

[id., § 49.]

Q. What duties does the *captain of the day* perform in camp?

A. He superintends the regimental camp; attends the parading of regimental guards, and visits them by day and night; and reports anything extraordinary to the C. officer.

[id., § 50.]

Q. What are the duties of the *subaltern of the day* in camp?

A. To assist the captain of the day in his duties, and report to him any irregularities he may notice.

[id., § 51.]

Q. What duties does the *brigade adjutant of the day* perform?

A. He assists the brigade major, and, in the absence of that officer, receives and executes orders. If necessary, he attends for orders at head-quarters.

[id., § 52.]

Q. What are the duties of the *brigade quartermaster*?

A. He superintends the cleanliness of the camp.

[id., § 53.]

Q. Who are immediately responsible for the cleanliness of regimental camps?

A. Regimental quartermasters.

[id.]

Q. What officers should *remain in camp* or cantonments?

A. Those on duty or in waiting as next for duty.

[id., § 54.]

Q. What are the rules as to *camp guards and piquets* mounting?

A. The guards should mount at the same hour. Piquets next for duty should be warned when those on duty mount. If the latter are ordered out of camp, the former mount at once.

[id., § 55.]

Q. On what must the strength of the *inlying piquets* depend?

A. On that of the regiments and on the situation and requirements of the camp.

[id., § 56.]

Q. When and where are inlying piquets to mount?

A. At retreat from the brigade alarm post or other convenient place; and they are to proceed thence to the posts they are to occupy during the night.

[id.]

Q. May inlying piquets remove their accoutrements?

A. Not if on active service.

[id.]

Q. When detachments of brigades are to march immediately, from whence are they taken?

A. From the inlying piquets, and they are to be replaced forthwith. [Q. Reg., 8, § 56.]

Q. By what troops should **outpost duty**\* be performed?

A. Generally by selected troops, with such assistance as may be requisite; but it may be necessary that it should be performed by the line. [id., § 57.]

Q. Under *whose direction* are outposts placed?

A. That of the general of the day, if no other officer is specially appointed. [id., § 58.]

Q. May *piquets marching* to or from their posts beat drums?

A. No; they march as silently as possible.

Q. How should *provisions* be supplied on piquet?

A. If possible, they should be carried ready cooked by the men. [id.]

Q. What is the *duty of officers* on outposts as to inspecting reliefs?

A. They are to inspect the reliefs when they go on and come off their posts. [id., § 59.]

Q. What steps should an officer on piquet take in order to keep the men under his command in a state of vigilance?

A. He must call the roll frequently, and see that his men are alert, and ready for any emergency. [id.]

Q. Are officers, soldiers, and followers of the camp to be permitted to *pass the outposts*?

A. Not unless on duty or in possession of a permit. [id., § 60.]

Q. When a *flag of truce* arrives at a piquet, how should the officer commanding the piquet act regarding it?

A. The party should be treated with attention and civility; but strict and efficacious means are to be adopted to prevent it from gaining intelligence. [id., § 61.]

Q. When a *deserter comes in from the enemy*, how should the officer commanding the piquet act regarding him?

A. Send him to the officer commanding the outposts, who will ascertain whether he brings intelligence affecting his own post, and forward him to head-quarters. [id., § 62.]

Q. To whom and for what purpose should *guides* or orderly men be sent by officers commanding outposts?

A. To the brigade major, in order to conduct the new piquets to their posts or carry orders. [id., § 63.]

Q. When an army is on the march, by whom is the brigade major to be apprised of the situation of the piquet posts?

A. By officers commanding posts. [id.]

Q. In what cases are soldiers liable to be employed on **working parties** as a duty, and without remuneration?

A. In any case in which the public service requires it. Under

\* See also "*Duties of Outposts*," in the previous section.

Under this head are comprised the levelling of ground in and about camp or quarters, opening up and making communications, constructing and repairing fences for cavalry, rifle ranges, butts, &c.

[*Q. Reg.*, 8, § 64.]

*Q.* For what work is *remuneration* granted to working parties?

*A.* Permanent military works, public roads, &c. [*id.*, § 65.]

*Q.* May officers commanding *furnish* working parties on their own responsibility?

*A.* No; an order from the general commanding is necessary.

[*id.*, § 66.]

*Q.* In *detailing* working parties, what course should be followed?

*A.* Separate portions should be confided to each corps. The detail is to be by companies, battalions, brigades, and divisions.

[*id.*, §§ 66, 67.]

*Q.* Define shortly the *responsibility of the officers* of working parties, and of officers of engineers respectively, in regard to the work of the parties.

*A.* The former are responsible that the proper amount of work is done, the latter that the labour is properly applied. [*id.*, § 67.]

*Q.* What regulations exist on the subject of the **troops quitting camp**?

*A.* No officer may sleep out of camp without leave. Soldiers are not to quit camp when on active service without a pass, signed by their C. officer. In time of peace certain limits are to be fixed.

[*id.*, § 68.]

*Q.* What are the regulations as to the **treatment of the people** by troops in the field?

*A.* The people are to be encouraged to supply the markets; and any soldier ill-using them, attempting to defraud them, or exacting anything from them for free passage, is to be summarily punished.

[*id.*, § 70.]

*Q.* What precautions, to prevent disorderly conduct, should be taken by regiments encamped near villages?

*A.* Patrols should be sent into them to apprehend soldiers without passes, or who may behave improperly.

[*id.*, § 69.]

*Q.* How should **foraging parties** and those employed in carrying water, fuel, or straw, be attended and commanded?

*A.* They are to be attended by a N.-C. officer from each company, and commanded, if the party exceeds 20 men, and is to march any considerable distance, by a subaltern officer.

[*id.*, § 71.]

*Q.* If a sudden **order to march** is given to troops in camp, in what time is it expected that they shall stand formed, with baggage packed, and ready to move?

*A.* Half an hour from receipt of the order, either by day or night.

[*id.*, § 72.]

*Duties in aid of the Civil Power.*

**Q.** To whom and how is the employment of troops in aid of the civil power to be reported by the officer commanding the station?

**A.** To the A.-general, by telegraph. [Q. Reg., 8, § 73.]

**Q.** To whom should the officer commanding troops acting in aid of the civil power report daily the progress and completion of the service?

**A.** The A.-general, and officer commanding the station from which they have been detached. [id.]

**Q.** What description of *requisition* is required to justify an officer in going out with troops in aid of the civil power?

**A.** A requisition from a magistrate having jurisdiction in the place where the riot is expected, in writing, or in case of emergency by telegraph. [id., § 74; G. O., 15, 1874.]

**Q.** On receipt of a requisition, where should the officer move to, and what *military precautions* must he take?

**A.** He should move to the place to which he is directed by the magistrate. He must take care that the troops march in military order, with the usual precautions, and that they are not scattered, detached, or posted in a situation in which they may not be able to act in their own defence. [Q. Reg., 8, § 75.]

**Q.** Who is to *accompany the troops* on all occasions when they act in aid of the civil power?

**A.** The magistrate; and the officer is to remain near him. [id.]

**Q.** How are detachments in aid of the civil power to be *told off*?

**A.** If under 20 files, in 4 sections; if more than 20 files, in more sections than 4. [id., § 76.]

**Q.** By whom are all *commands to the troops* to be given?

**A.** By the officer commanding them. [id., § 77.]

**Q.** May troops acting in aid of the civil power fire without command from their officer, if required to do so by a magistrate?

**A.** No. [id.]

**Q.** What is necessary to justify an officer commanding troops acting in aid of the civil power in giving the word to fire?

**A.** He must be required to do so by the magistrate. [id.]

**Q.** When troops are employed in aid of the civil power, what is it the duty of the officer in command, in conjunction with the magistrate, to *explain to the people* opposed to them?

**A.** That in the event of the troops being ordered to fire, their fire will be effective. [id., § 78.]

**Q.** Is it the duty of the magistrate, or the duty of the officer, to go as to the *extent of the line of fire* required?

**A.** It is the duty of the officer. [id., § 77.]

**A.** What instructions are sanctioned for the guidance of an

officer acting in aid of the civil power, should it become necessary to order the troops to fire?

A. Should the officer think that a slight effort would be sufficient, he is to give the command to one or two specified files to fire. If a greater effort should be required, he is to give the command to one section to fire, the fire of the other sections being kept in reserve, and when required, the fire of each being given by the regular command of the C. officer. [Q. Reg., 8, § 79.]

Q. If there are more officers than one with a detachment, and it should be necessary that more sections than one should fire at once, what is the C. officer's duty?

A. He should indicate to the troops what officer he has fixed on to order any number of the sections to fire. After receiving the magistrate's requisition to fire, he is to give his directions to that officer. [id., § 80.]

Q. When troops have been ordered to fire, should they continue firing until ordered by the magistrates to cease?

A. No; the firing is to cease the instant it is no longer necessary, whether the magistrate may order cessation or not. [id.]

Q. What are the regulations as to firing upon persons separated from the crowd, and firing over the heads of a crowd?

A. Both are forbidden. [id., § 81.]

Q. Are C. officers bound to afford military aid to governors of convict prisons in their neighbourhood?

A. Yes; in cases of emergency. [id., § 83.]

## MILITARY EDUCATION.

### *Regimental Schools.*

Q. Under whose supervision are army schools placed?

A. That of the Director General of Education. [Q. Reg., 9, § 21.]

Q. What is the rule as to compulsory attendance at school?

A. Every recruit (after 2 months' drill) attends till he gets a 4th class certificate. The hours (not fewer than five per week) are fixed by the C. officer. Enlisted boys attend till they obtain a 2nd class certificate. Attendance of married soldiers' children is compulsory. [id., §§ 23, 24, 25; G. O. 13, 1874.]

Q. To what penalty are married soldiers liable who fail to send their children to school?

A. To be deprived of the privileges attendant on the residence of their wives in barracks. [Q. Reg., 9, § 25.]

Q. To what extent is the attendance of all soldiers at school to be encouraged?

A. As much as possible, until sufficiently advanced in reading

writing, and arithmetic; the soldier should have every facility for attendance, and those whose names are on the school books are to attend as a duty. [Q. Reg., 9, § 26.]

Q. What **instruction** in keeping company accounts is to be given in schools?

A. Army schoolmasters are to make themselves thoroughly acquainted with savings bank and company accounts, and are to instruct therein every soldier attending school who is sufficiently advanced. [id., § 28.]

Q. Who is to carry out the annual **examination** of regimental schools?

A. The inspectors. [id., § 29.]

Q. What are the regulations regarding the issue of **certificates** of education to soldiers?

A. 1st, 2nd, and 3rd class certificates are to be issued by C. officers, upon the recommendation of the inspector, and 4th class certificates on the recommendation of the sub-inspector. [id., § 30.]

Q. What educational **qualification for promotion** should be required from privates and corporals?

A. As a rule (except on active service) no soldier is to be promoted to corporal unless he has a 3rd class certificate, and no corporal is to be promoted to serjeant unless he has a 2nd class certificate; but under special circumstances, and with the general officer's sanction, a valuable man may be promoted without any certificate. [id., § 31.]

Q. For what duties may school **assistants** be withdrawn from school?

A. Musketry drill, one parade a week, and any urgent duty. [id., § 32.]

Q. When a **schoolmaster** is placed in arrest, what course is to be followed?

A. The circumstances are to be reported to the A.-general. Abroad, the general commanding will give such orders as he thinks fit before making the report. [id., § 33.]

Q. In what cases only may punishments awarded to schoolmasters by C.-martial be carried into effect before the proceedings have been submitted to the C.-in-Chief?

A. Cases occurring in the East Indies, at St. Helena, Cape or stations east of it. [id.]

Q. What schoolmasters may count their service, previous to admission to the normal school, towards discharge and pension?

A. Those who were originally soldiers, or enlisted 4th class schoolmasters. [id., § 34.]

Q. May schoolmasters reckon as service any period passed under instruction at the military asylum?



*A.* Only towards limited engagement. [Q. Reg., 9, § 34.]

*Q.* What service previous to admission to the military asylum may schoolmasters who have been in the 4th class reckon towards increase of pay?

*A.* Half their service in that class. [id.]

*Q.* How are schoolmasters to obtain a knowledge of general orders and circulars referring to regimental schools?

*A.* The contents are to be communicated to them, in order that they may peruse, initial, and, if necessary, copy them in the orderly-room. [id., § 35.]

*Q.* For what purposes only may chapel school-rooms be used?

*A.* Church service and school work. [id., § 36.]

*Q.* What are the duties of the school orderly?

*A.* To keep the school and schoolmaster's quarters clean.

[id., § 37.]

## GYMNASTIC TRAINING.

### *General Instructions.*

*Q.* Who are eligible to be trained as gymnastic instructors?

*A.* Unmarried N.-C. officers, not over 25 years of age, if medically fit. [Q. Reg., 10, § 2.]

*Q.* What are the rules as to the measurement and medical examination of soldiers under gymnastic training?

*A.* Measurements of the chest and arms are to be taken at the beginning and end of the course, height, weight, and age being noted. A medical inspection is to be made at the commencement of the course; and inspections, fortnightly of recruits and monthly of trained soldiers, afterwards. [id., § 3.]

*Q.* What sanitary precautions are to be observed during gymnastic training?

*A.* The N.-C. officers are to see that the men wear greatcoats buttoned up on returning after drill, and that they dry themselves. [id., § 4.]

*Q.* What precautions are to be taken when a man begins or resumes a gymnastic course, after being in hospital or prison?

*A.* Attention is to be drawn to any reduction in the man's strength. [id., § 5.]

### *Course for Recruits.*

*Q.* At what period is the recruit's course of gymnastics to be gone through?

*A.* Simultaneously with the first three months of the recruit's ordinary drill. [Q. Reg., 10, §

**Q.** Into how many **courses** is the recruit's gymnastic training divided? What period should be allotted to each?

**A.** Four courses. During the 1st month the recruit does not go beyond the *second* course. A selection of men for the *third* course is then made, and the remainder repeat the second course. At the close of the 3rd month men capable of performing the *fourth* course are relieved from compulsory attendance. [*Q. Reg.*, 10, §§ 9, 10.]

**Q.** Are recruits liable to any other duties during the gymnastic course?

**A.** Only such as do not interfere with their attendance. [*id.*]

**Q.** What should be the duration of each gymnastic lesson?

**A.** Not more than 1½ hours, nor during the 1st month 1 hour. [*id.*, § 9.]

**Q.** What is the rule as to weak and **awkward recruits**?

**A.** The training is to be continued for 6 months, when, if still below the standard, a report is to be made to the A.-general. [*id.*, § 11.]

### *Course for Drilled Soldiers.*

**Q.** How is the gymnastic **instruction** carried on in the case of drilled soldiers?

**A.** A number of men, not exceeding one-sixth of the garrison, are selected for a three months' course, if medically fit. They are formed in squads, and attend every alternate day for one hour. Guards and garrison duties are not interfered with.

[*Q. Reg.*, 10, § 13.]

**Q.** Is the attendance of the drilled soldier compulsory?

**A.** Only if under ten years' service. [*id.*, § 14.]

**Q.** Are all men permitted to attend **voluntary classes**?

**A.** Only with the medical officer's approval, and after going through a three months' course. [*id.*, §§ 14, 16.]

**Q.** What men are to be appointed **assistant instructors** of gymnastics?

**A.** After every 3 months' course, three or four of the most efficient men are to be retained for a second course, at the close of which such as give promise of becoming useful may be appointed. The regular instructors are to be selected from among them as required. [*id.*, § 15.]

**Q.** What is to be the duration of the drilled soldiers' **annual course** of gymnastics?

**A.** Usually one month; but weak or awkward men may be kept for three months. [*id.*, § 17.]

**Q.** What **reports** concerning gymnastic training are to be made?

**A.** A quarterly report on details of classes and condition of

stores, and a return of the measurements of the men of each class on its relief, will be forwarded by the instructor through the C. officer to the inspector of gymnasia. Medical officers will also report on the results of the training. [Q. *Reg.*, 10, §§ 18, 19.

Q. What soldiers are to practice **running drill**? How often?

A. All men medically fit are to be exercised once each day.

[*id.*, § 20.

Q. At what distances and speed is running drill practised?

A. In the first fortnight the distance is not to exceed 300, in the second 600, and in the third 900 yards; after which the practice is to be carried on daily at 1,000 yards, the men running on alternate days with arms and accoutrements. The pace not to exceed 6 miles an hour.

[*id.*

Q. In what formation should running drill be practised?

A. If possible in single rank, with 15 or 20 men abreast; otherwise by companies in fours.

[*id.*

Q. Under what circumstances should some movements at each drill be performed at the "double"?

A. When the regiment has been sufficiently trained, and when it is not in marching order.

[*id.*

Q. At whose discretion may the rules for practising running drill be modified, as regards time and extent, in tropical climates?

A. That of the general commanding.

[*id.*

### *Fencing and Swimming.*

Q. What regulations exist as to instruction in **fencing**?

A. Where there are gymnasia, officers on joining are to go through a course.

[Q. *Reg.*, 10, § 22.

Q. What are the rules as to instruction in **swimming**?

A. It is to be given at all stations where facilities exist.

[*id.*, § 23.

Q. How is instruction in swimming carried out?

A. Bathing parades are formed, and skilled swimmers distributed through the squads to instruct.

[*id.*

Q. What precautions are to be taken at bathing parades?

A. Small piquets (expert swimmers) are to assist men in danger.

[*id.*, § 24.

Q. What lists of swimmers are to be kept?

A. A list in each company.

[*id.*, § 25.

Q. How is the progress of the men in swimming to be ascertained?

A. By periodical trials, under the superintendence of an officer, of all men who have learnt to swim. The names of all who have acquired the art are to be added to the lists.

[*id.*

**DRESS AND EQUIPMENT.***Dress of Officers.*

**Q.** State some **general regulations** as to the uniform of officers.

**A.** Unauthorized changes are forbidden. Uniform is to be worn in camp or quarters, and at public entertainments within the district; but general officers may permit the use of plain clothes for purposes of recreation. Officers on leave from abroad are always to be in possession of their uniform. [Q. Reg., 12, §§ 2, 7, &

*Dress of Men.*

**Q.** In what order of dress are the infantry, as a rule, to turn out for **daily parade**?

**A.** Marching order; but C. officers may vary this order.

[Q. Reg., 12, § 37.]

**Q.** What is the rule as to wearing **greatcoats**, **haversacks**, **water-bottles**, and **leggings** in the different "orders of march"?

**A.** They are to be worn in marching order, and on other occasions only when specially directed. [id.]

**Q.** How is the **chako** to be worn?

**A.** Even on the head—well down on the forehead. [id.]

**Q.** How is the **chinstrap** worn?

**A.** Under the chin, except when marching at ease. [id.]

**Q.** On what occasions may **cap covers** be worn?

**A.** On guard, on the march, in wet weather, and during night duties, but not on ordinary parades. [id.]

**Q.** How is the **forage cap** carried in marching order?

**A.** Folded flat outside the greatcoat, showing the badge. [id.]

**Q.** How is the **haversack** worn?

**A.** Slung across the right shoulder. When empty, it is to be rolled up, hanging on the bayonet, and resting on the left hip; or it may be carried in the valise. [id.]

**Q.** How is the **bayonet** to be worn?

**A.** It is to hang on the left hip, and not too far to the front. [id.]

**Q.** With what alone may **pouches** be cleaned?

**A.** Blacking. [id.]

**Q.** On what occasions are **leggings** to be worn?

**A.** On parade in wet and muddy weather, but not when the men are off duty. [id.]

**Q.** How are military **decorations and medals** to be worn?

**A.** They are to be worn with the tunic only; suspended from a single bar (or in the case of soldiers, stitched) in a straight horizontal line on the left breast; they may overlap if necessary, and should be

worn over the sash, but under the pouch belt; the bar and buckle should be concealed by the ribband, which ought not to exceed one inch in length, unless the number of clasps requires it. Soldiers in undress are to wear ribbands only half an inch in length. The medals should be in order of date, the first being farthest from left shoulder. [G. O. 51, 1875.]

Q. How may medals awarded by a society for bravery in saving life be worn?

A. On the right breast, but only if specially authorized. [*id.*]

Q. May any deviations from the **sealed patterns** of clothing and necessaries be allowed?

A. No. [Q. Reg., 12, § 40.]

Q. Who are responsible for any expense entailed by having to replace or restore to approved patterns articles of clothing, &c.?

A. C. officers. [*id.*]

Q. Who are to be made responsible for the proper fitting of the clothing of men on detachment?

A. The officer in command of the detachment. The quartermaster is not to be sent for the purpose. [*id.*, § 41.]

Q. What precaution against lucifer matches or other combustibles should be taken when clothing is returned to Government stores?

A. The clothing should be carefully searched, a certificate of the same being given to the commissary. [*id.*, § 42.]

Q. May permission be given to soldiers to wear their **greatcoats** when off duty, or travelling?

A. During winter and in severe weather it may, at the discretion of officers commanding stations. Any damage beyond fair wear and tear must be made good by the soldier. [*id.*, § 43.]

Q. What is the rule as to the purchase of **necessaries** otherwise than from the public stores?

A. Officers commanding companies may purchase on the spot (except during service in the field), provided the articles are conformable to pattern, and do not exceed the public store price. [*id.*, § 44.]

Q. What are the regulations as to marking necessaries?

A. Every article capable of receiving a mark is to be marked with owner's name and number, number of regiment, and date of delivery. [*id.*]

Q. At what rate, and for what purpose, are **squad bags** provided?

A. At the rate of one to every 26 men, for carrying the "surplus kit" on the march and in the field. [*id.*, § 45.]

Q. Name the articles comprised in the surplus kit?

A. 1 tunic or serge jacket, 1 pair socks, 1 shirt, 1 towel,

2 brushes, and such articles from the hold-all as can be dispensed with. [Q. Reg., 12, § 45.]

Q. When regiments embark for India, what is done with the squad bags?

A. Returned to store. [id.]

### *Equipment.*

Q. What are the orders as to the **annual inspection** of equipments?

A. C. officers will annually, between 1st November and 1st January, inspect all equipments in their charge, and forward their report to the general officer, who, in transmitting it to the A.-general, will state what steps have been taken locally to make good deficiencies. [Q. Reg., 12, § 45.]

Q. When **soldiers are transferred** from one company to another, should they take their arms and accoutrements with them?

A. Yes. [id., § 45.]

Q. To what extent and for what purpose should cavalry be equipped with the tackle of the **lasso**?

A. Six men per troop should be equipped to assist upon emergencies in the field in dragging artillery, &c. through deep roads. [id., § 50.]

### *Ammunition.*

Q. Where should the **service ammunition** be kept during time of peace?

A. In regimental expense magazines, except when general officers think it necessary that it should be in the pouches. In the latter case a report is to be made to the A.-general. [Q. Reg., 12, § 51.]

Q. How are guards and escorts, and parties aiding the civil power, to be provided with the requisite ammunition?

A. It is to be served out to them before going on duty, and is to be returned to the magazine when the duty has been performed. [id., § 52.]

Q. When a regiment changes its quarters, what is to be done with its ammunition?

A. A sufficient quantity being retained to provide the guard with 20 rounds per man, the remainder is to be returned to the commissary at the station. [id., § 53.]

Q. What officers should attend when ammunition is **issued from or returned** to a W. D. store at the station?

A. An officer of the corps concerned and a departmental officer. [id., § 54.]

**Q.** Detail some of the regulations as to the course to be followed in issuing ammunition from a regimental magazine?

**A.** The issue is to be made by the quartermaster (or other responsible officer), and he is not to entrust the key to any one. An officer is to receive the ammunition, and receipts are to be given by officers commanding companies, who become responsible to the C. officer for the quantity they receive. [Q. Reg., 12, § 55.]

**Q.** What are the regulations as to the collection of **cartridge cases**?

**A.** Officers commanding companies are responsible for the collection after each day's target practice. At least 90 per cent. should be returned to store. The sum received for them will be expended in extra shooting prizes. [id., § 56.]

**Q.** What is the rule as to the inspection of **ammunition in store**?

**A.** It is to be inspected at least once a month by the C. officer. [id., § 57.]

**Q.** What directions are given for the care and inspection of **ammunition in possession of the men**?

**A.** It is to be inspected at the daily morning parade by officers commanding companies, and any loss or damage is to be reported to the C. officer. [id., § 59.]

**Q.** Before issuing blank ammunition what should be done?

**A.** Officers commanding companies are to ascertain that no ball remains in the pouches. [id.]

**Q.** How is ammunition, if wilfully lost, destroyed, or made away with, to be accounted for?

**A.** In the same manner as other articles of equipment. [id.]

**Q.** What ammunition only should be used with the soldier's rifle?

**A.** That supplied by Government. [id., § 58.]

**Q.** Detail some of the regulations as to **moving ammunition**?

**A.** In the absence of special orders, escorts are not required, unless the C. officer on the spot thinks them necessary, in which case he will determine their composition. Wagons conveying powder should move at a walk, unless otherwise ordered. [id., § 60.]

## LEAVE OF ABSENCE.

### *General Instructions.*

**Q.** What provision is to be made for the duties of a regimental or other **staff officer** recommended for leave?

**A.** It must be certified that the officer named in the application to perform them is qualified. [Q. Reg., 13,]

**Q.** May the **instructor of musketry** and his assistant be recommended for leave at one time?

**A.** Not during the *annual* course, or when there is a number of recruits. [Q. Reg., 13, § 3.]

**Q.** Is the musketry instructor available for ordinary duty?

**A.** Only during winter, or when the course is suspended, or, with the sanction of the general officer, in cases of emergency. [id.]

**Q.** On what day must officers on leave **return to duty**?

**A.** That on which the leave terminates. [id., § 5.]

**Q.** What must all officers, on rejoining, do with reference to orders issued during their absence?

**A.** They must make themselves acquainted with them. [id.]

**Q.** When an officer on leave of absence is **promoted or removed** or exchanges, is his leave affected thereby?

**A.** It is cancelled. [id., § 6.]

**Q.** When an officer obtains leave of absence, to whom must he report his **address**?

**A.** To the agents and adjutant. [id., § 7.]

**Q.** What must be stated in applications for **extension** of leave?

**A.** The period during which the officer has been absent. [id., § 8.]

### *Officers on Home Service.*

**Q.** Within what dates may **winter leave** be granted by general officers?

**A.** 15th October, if the inspection is over, and 14th March. [Q. Reg., 13, § 9.]

**Q.** In granting winter leave, what officers must be retained with every corps?

**A.** A sufficient number for duty, but at least 1 field officer, half the captains, and half the subalterns doing duty. [id.]

**Q.** From what corps is the indulgence of leave of absence to be withheld?

**A.** Such as have been unfavourably reported on. [id.]

**Q.** For what period may general officers grant leave of absence (**other than winter leave**)?

**A.** A fortnight at any time except that of the inspection. [id., § 11.]

**Q.** To whom must applications for leave (**other than winter leave**) beyond a fortnight be submitted?

**A.** The C.-in-Chief; or, in Ireland, the Commander of the Forces. [id., § 11.]

**Q.** When officers are reported **absent without leave** in the monthly return, to whom is an explanation to be forwarded?

**A.** The A.-general, through the general in command. [id.]



**Q.** How long must a **sub-lieutenant** serve before being eligible for leave?

**A.** Ten months.

[*Q. Reg.*, 13, § 12.

**Q.** Before recommending **medical officers** for leave, what must **C. officers** ascertain?

**A.** That the distribution and state of health of the corps, and the arrangements for carrying on medical duties, justify their recommendation.

[*id.*, § 13.

**Q.** What are officers to do when prevented by **ill health** from joining their regiments?

**A.** To transmit to their **C. officer** certificates so as to arrive a week before expiration of the leave. In London, such officers are to report themselves in writing to the **A.-general**, in Dublin to the **D. A.-G.**, and state whether they can attend for examination.

[*id.*, §§ 15, 16.

**Q.** Are officers permitted to **quit the kingdom**?

**A.** Not without Her Majesty's permission, except on duty or for the purpose of joining their regiments.

[*id.*, § 17.

**Q.** When an officer desires to quit the kingdom, to whom must he apply, and what information must he furnish?

**A.** Through his **C. officer** to the **A.-general**, stating the place to which he is proceeding, and the period he desires to remain.

[*id.*

### *Officers on Foreign Service.*

**Q.** What must accompany **applications** of officers abroad for leave to return home on private affairs?

**A.** A statement of the period they have served abroad, and the prescribed declaration as to rejoining, and the passage money of a successor.

[*Q. Reg.*, 13, § 19.

**Q.** With whom rests the power of granting to officers abroad leave to return home?

**A.** General officers commanding at foreign stations.

[*id.*, § 20.

**Q.** What grounds for **granting leave** to return home from abroad are alone admissible?

**A.** Length of service abroad, ill health, or very urgent private affairs.

[*id.*, § 21.

**Q.** On what terms only may an officer abroad be sent or permitted to return home in circumstances affecting his character?

**A.** Such as must place his case entirely at the discretion of the **C.-in-Chief**.

[*id.*, § 22.

**Q.** When an officer obtains leave from abroad, what certificates are to be given him?

**A.** A certificate showing the commencement, termination, and cause of leave, and a pay certificate.

[*id.*, § 23.

**Q.** To whom and how are officers without troops to report themselves on **arrival in England**?

**A.** To the A.-general in writing. A copy of the authority for their return, and their address, is to accompany the report. General staff (of the higher grades) and C. officers are, in addition, expected to report personally. [*Q. Reg.*, 13, §§ 24, 25.]

**Q.** On what grounds only may officers on leave from abroad apply for an **extension of leave**?

**A.** Ill health or extremely urgent private affairs. [*id.*, § 27.]

**Q.** Through what channel should officers on leave from abroad apply for extension of leave?

**A.** Through their C. officers abroad. [*id.*]

**Q.** May officers on leave from abroad join their depots on the **expiration of their leave**?

**A.** Not unless specially permitted to do so by the A.-general. [*id.*, § 28.]

### *Furloughs.*

**Q.** What men only are **eligible** for a furlough?

**A.** They must be of good character, dismissed drill, have complete kits, and be out of debt. [*Q. Reg.*, 13, § 29.]

**Q.** To what **number** of men at a time may furloughs be granted during the winter season?

**A.** Twelve per cent. of the corps (all ranks included); but general officers may exercise a liberal discretion in granting furloughs to regiments returning from India and China. [*id.*, § 30.]

**Q.** From what **date** may the winter furloughs commence?

**A.** 15th October. Should the C.-in-chief propose to inspect the corps in October, furloughs must be postponed. [*G. O.* 60, 1875.]

**Q.** May furloughs be granted to soldiers **abroad**?

**A.** Only by authority of the general officer, and on urgent occasions (reported to the A.-general). [*Q. Reg.*, 13, § 31.]

**Q.** May furloughs be granted to **N.-C. officers** to enable them to take up appointments in reserve or auxiliary forces?

**A.** Only with the authority of the A.-general. [*id.*, § 32.]

**Q.** Are the men liable to pay any **fee** for a furlough?

**A.** No. [*id.*, § 33.]

**Q.** On what day of the month only should soldiers leave their regiments when **going on furlough**?

**A.** On the 1st of the month, except in urgent cases. [*id.*, § 34.]

**Q.** May arms or accoutrements be taken on furlough?

**A.** No. [*id.*]

**Q.** May soldiers take greatcoats with them on furlough?

**A.** Yes; but the indulgence is not to affect the period for which coats are required to last. [*id.*]

**Q.** What should be done as to greatcoats taken on furlough?

**A.** The captain should note their condition before they are taken away, and again on the soldier's return. [*Q. Reg.*, 13, § 34.]

**Q.** What should be noted on every soldier's furlough with reference to his **advance of pay**?

**A.** The amount advanced, and a direction in red ink that no further advance is to be made except by his captain. [*id.*, § 35.]

**Q.** What is to be done in the case of soldiers overstaying furlough from want of funds?

**A.** They are to be furnished regimentally with warrants or subsistence, all expenses being charged to the men. [*id.*, § 36.]

**Q.** What are the regulations as to **sick furloughs**?

**A.** It must be ascertained that the men are likely to be benefited by removal, and that their friends can aid them. [*id.*, § 37.]

**Q.** In the event of a soldier continuing absent on account of sickness beyond three months, what course is to be pursued?

**A.** A special medical report as to his case is to be made to the A.-general. [*id.*, § 38.]

**Q.** What should be explained to soldiers before proceeding on furlough as to medical attendance?

**A.** That they may avail themselves of the nearest military medical station, but that no charges will be admitted. [*id.*, § 39.]

**Q.** When soldiers proceed on furlough to places in the vicinity of a military station, to whom are they to **report**?

**A.** To the officer commanding such station. [*id.*, § 40.]

**Q.** When a regiment embarks for foreign service or **changes station** at home, what is to be done as to the men on furlough?

**A.** Officers commanding companies are to notify the movement to the men on furlough. [*id.*, § 41.]

**Q.** On what day, and at what time of the day, should men on furlough **rejoin**?

**A.** Before tattoo on the day on which the furlough expires. [*id.*, § 42.]

**Q.** If a soldier on furlough fails to rejoin on the proper day, how is he to be dealt with?

**A.** As an absentee; but if no satisfactory explanation is received within 5 days, he is to be reported as a deserter. [*id.*]

**Q.** When a soldier on furlough is prevented from rejoining by sickness or other casualty, how should he obtain an **extension**?

**A.** Report himself to the nearest general or other officer on the staff; or to the C. officer of a corps, depot, or detachment, who may extend his furlough, if necessary, for any period not exceeding one month. [*id.*, § 43.]

**Q.** When a furlough is extended, or a warrant issued on the spot to enable a soldier to rejoin, what notification is to be made?

A. The circumstances are to be explained to the C. officer of the soldier's corps, and the extension (or issue of warrant) is to be noted in red ink on the furlough. [Q. Reg., 13, § 41.]

Q. When a soldier obtains an extension of furlough or travelling warrant under false pretences, what course is to be followed?

A. He is to be proceeded against by his C. officer. [id., § 45.]

Q. Are soldiers returning from furlough to be re-drilled or required to bring up **missed duties**?

A. They are to be re-drilled so far as may be necessary, but not to bring up missed duties. [id., § 46.]

Q. What is the rule as to the **address** of a soldier on furlough?

A. It is always to be left with his company. [id., § 47.]

## HOSPITALS.

### *General and Station Hospitals.*

Q. Under what heads are hospitals **organised**?

A. 1, General Hospitals; 2, Station (or field) Hospitals.

[Q. Reg., 14, § 1.]

Q. What duties belong to the **principal medical officer**?

A. The admission and treatment of the sick, as well as their diet, nursing, and supervision. [id., § 2.]

Q. What are the duties of **officers commanding stations** in regard to the hospitals?

A. They are frequently to visit them and ascertain that they are conducted according to the regulations. They are responsible that divine service is performed, and that the sick are visited by the clergyman. [id., § 3.]

Q. At what hours should the **chaplains** usually visit the sick?

A. Such as will not interfere with medical visits. [id.]

Q. What is the rule as to **officers on duty** visiting the station hospital?

A. Such officers on garrison duty as may be directed by general officers will visit the hospital, but not during the visiting hours of the medical officers, and will report irregularities. [id., § 4.]

Q. Should **regimental officers** have access to their men in hospital?

A. Yes, at times which will be arranged by C. officers. [id., § 5.]

Q. May **patients** in hospital receive pay or have money or valuables in possession?

A. No. [id.]

Q. How are **crimes** committed in hospital to be dealt with?

A. They are to be reported by the senior medical officer to the  
icer. [id., § 6.]

**Q.** When a soldier is sent to hospital what is done with his *arms and accoutrements*?

**A.** Except on field service, they are left with his company.

[*Q. Reg.*, 14, § 7.]

**Q.** What regulations exist as to the execution of *wills* by patients in hospital?

**A.** A medical officer is, if practicable, to be present, and to affix a declaration stating whether the parties were in a fit state of mind.

[*id.*, § 10.]

**Q.** What is the rule as to furnishing a hospital **guard**?

**A.** A guard is to be furnished when necessary, and the medical officer is to signify the orders which he wishes to be given to it.

[*id.*, § 8.]

**Q.** What orders should be given to sentries with reference to hospital orderlies leaving the hospital with parcels?

**A.** To stop such as are not furnished with a pass signed, in the absence of higher authority, by the senior N.-C. officer of the hospital.

[*id.*, § 9.]

**Q.** How are hospital **attendants** furnished?

**A.** By the A. H. corps; but medical officers may employ, without pay, on light hospital duties any patients suffering from slight ailments. In special cases additional attendants may be temporarily furnished.

[*id.*, § 11.]

**Q.** When commanding or medical officers **make reports** upon the health of the troops, or sanitary measures, or report to the head of the medical department on any point of departmental discipline, to whom must a copy be furnished?

**A.** If the report is by the C. officer, a copy is to be furnished to the medical officer; and *vice versa*.

[*id.*, § 12.]

**Q.** Are medical officers of hospitals to afford aid to **soldiers of other corps** and seamen absent from their corps or ship?

**A.** Yes, with the C. officer's approval.

[*id.*, § 13]

### *Medical Officers attached to Corps.*

**Q.** What general **duties** belong to the medical officer of a corps?

**A.** All medical and sanitary duties of the corps.

[*Q. Reg.*, 14, § 14.]

**Q.** What are the duties of the medical officer as to the examination of the sick?

**A.** He is to examine them, and send such as are unfit for parade or duty to hospital.

[*id.*, § 15.]

**Q.** May convalescents be allowed to remain in quarters?

**A.** Only after vaccination.

[*id.*

**Q.** What **reports of the sick** are to be made?

*A.* The medical officer will send one daily to the C. officer, who will report weekly to the C. officer of the station or brigade.

[*Q. Reg.*, 13, § 16.]

*Q.* What is the rule as to the medical officer's **attendance at parade**?

*A.* He is to attend a general officer's inspection, and any parade where professional assistance is wanted; but on other occasions is only required to remain within call.

[*id.*, § 17.]

*Q.* Are medical officers to attend target practice?

*A.* Only when specially directed, or when an increase of medical officers has been sanctioned for the duty; and even in that case the medical officer on duty, after reporting himself to the officer of the firing party, may return to hospital or quarters (if within a mile) and remain there till wanted.

[*id.*, §§ 18, 19.]

*Q.* Where no medical officer is detailed to attend target practice what arrangement is to be made?

*A.* The name and address of a medical officer, who will remain in quarters or hospital so as to be available, should be given to the officer in charge.

[*id.*]

*Q.* Under whose command are the men of the **army hospital corps** placed?

*A.* They are subject to military authority on matters of discipline, but are under the direction of the medical officer in other respects.

[*id.*, § 20.]

*Q.* Should men of the A. H. corps be confined in the guard-room before offences committed by them are investigated?

*A.* Only in the case of drunkenness and any serious offence.

[*id.*, § 21.]

*Q.* How should drunkenness on the part of an A. H. orderly be punished?

*A.* Always in such a manner as will entail an entry in the regimental defaulters' book.

[*id.*]

*Q.* May men of the A. H. corps be employed as servants, orderlies, or fatigue men?

*A.* No.

[*id.*, § 22.]

## **BARRACKS.**

### *General Instructions.*

*Q.* What method of **taking over barracks** is enjoined?

*A.* The C. officer, with the engineer and control officers, will cause buildings, fixtures, and furniture to be inspected by an officer—if possible not below captain—accompanied by the quartermaster, after which the troops will be responsible. [*Q. Reg.*, 15, § 1.]

**Q.** What is the rule as to **allotment** of buildings and rooms in barracks?

**A.** The purpose for which each building and room is intended will be lettered on the door, and no alteration is to be made without the Secretary of State's sanction. [*Q. Reg.*, 15, § 2.]

**Q.** What **furniture and utensils** only may soldiers have in barracks?

**A.** Those named in the royal warrant. [*id.*, § 3.]

**Q.** What is to be done so as to guard against misunderstanding as to the articles for which troops are accountable in barracks?

**A.** Separate inventories of furniture and fixtures in every room or building are to be hung up therein. [*id.*, § 5.]

**Q.** By whom are the inventories in barracks to be signed?

**A.** The commissary-in-charge will sign the furniture, and an engineer officer the fixtures inventories. [*id.*]

**Q.** What is the rule as to opening **windows** in barracks?

**A.** They are to be opened as soon as the men have risen, and to be kept open during the day, as the weather may permit. [*id.*, § 6.]

**Q.** How should the iron **bedsteads** be arranged in barracks?

**A.** They should be at least 6 inches from any part of the wall. They are to be turned up at an early hour. [*id.*]

**Q.** What are the orders as to the exposure to the air of **bedding**?

**A.** Before the bedsteads are turned up every morning the bedding should be exposed to the air for at least 1 hour. Beds and bedding should be aired outside once a week, in fine weather, in hut encampments, and as often as practicable elsewhere. [*id.*]

**Q.** Describe how the **paillasse**, blankets, sheets, and rug are disposed of by day.

**A.** The **paillasse** is rolled up, blankets and sheets being folded and laid on top; the whole bound by a strap. When rolled up, bedding is placed 2 inches from head of bedstead, which is doubled back; the rug is placed on end of bedstead, to admit of soldiers sitting thereon. The rug is folded round blankets of such bedding as is not in use. [*id.*, § 7.]

**Q.** When a soldier is in the cells, in hospital, or on furlough, is the **vacant bed** available for another soldier?

**A.** Only in the case of furloughs exceeding a fortnight. [*id.*, § 8.]

**Q.** How often and for what purpose is an **officer on duty** to visit the barrack rooms?

**A.** Every morning to see that they are clean and properly arranged. [*id.*, § 9.]

**Q.** What inspections of barracks are to be made by **medical officers**?

**A.** A weekly inspection of the sanitary condition. [*id.*,

**Q.** In **cleaning rooms** may any articles of furniture, &c., be removed?

**A.** Only for purposes of cleaning and airing. Sash beads are on no account to be removed. [Q. Reg., 15, § 11.]

**Q.** What is the rule as to washing and scrubbing barrack floors?

**A.** They are to be washed early in the day once a week in dry weather, and dry scrubbed on every intermediate day. [id., § 12.]

**Q.** May clothes be washed in the sleeping rooms?

**A.** No. [id., § 13.]

**Q.** What are the special duties of the corporal detailed daily by the troops in barracks to supervise the **water and gas** supply?

**A.** To report any waste or cause for waste. [id., § 14.]

**Q.** May officers or soldiers make **alterations** in barrack buildings?

**A.** No. [id., § 15.]

**Q.** What restrictions are laid down as to **keeping animals** in barracks?

**A.** Cows, pigs, and goats are not to be kept. Horses, dogs, and poultry are not to be suffered to stray or run loose. [id., § 16.]

**Q.** Whose duty is it to **sweep the yards** and **parades**, and to remove snow from roofs in barracks?

**A.** That of the troops; but where fatigue parties cannot be furnished, a representation is to be made to the local departmental officers. [id., § 17.]

**Q.** State the rule as to the protection of **unoccupied buildings** in a barrack partly occupied by troops.

**A.** The troops are responsible for their security, but not otherwise. [id., § 18.]

**Q.** Is the cleaning of surface **drains** and catchpits and flushing of latrines a fatigue duty of the troops?

**A.** Yes, if skilled labour is not required. [id., § 19.]

**Q.** How is misconduct of **barrack serjeants** to be dealt with?

**A.** The C. officer will report the case to the local controller or commissary; or, if there is no such officer at the station, to the district controller. [id., § 20.]

**Q.** Where there is more than one corps (or detachment) in a barrack, may the commissary hold direct **correspondence** with the different C. officers?

**A.** Only on matters relating to the troops under their orders, in which the intervention of the C. officer at the station is not required. [id., § 21.]

**Q.** What is the rule as to the admission of **strangers** to barracks?

**A.** Only persons of respectable character are to be admitted. [id., § 25.]



**Q.** What are the rules as to the **periodical inspections** of barracks and stores in charge of the troops?

**A.** The C. officer of the troops, or an officer (not under captain) deputed by him, will inspect the premises and stores during the first week of every month, except those in which the quarterly inspection is made by the commissary and engineer department, and will note any repairs, or replacements, that may be required. All articles should be laid out in the rooms for inspection in the order detailed in the inventory board. [Q. Reg., 15, § 26.]

**Q.** What officers are to attend the periodical inspections of barracks, and for what purpose?

**A.** The quartermaster or officer acting for him is to be present. Each captain will attend the inspection of his company's rooms, and a medical officer that of the hospital. These officers will attest by their signature the list of damages or losses in their respective departments. [id., § 27.]

**Q.** State the rules as to the **marching out inspections** of barracks?

**A.** An experienced officer (captain, if possible) and the quartermaster will accompany the engineer and commissary in assessing the damages. The officer must certify the damages before leaving the barrack, or object on the spot to any charge against which he desires to appeal. [id., § 28.]

**Q.** What course is to be followed in appealing against **barrack damages**?

**A.** C. officers are forthwith to give written notice to the department of the items against which they appeal. In the event of the charges being maintained, and the general officer being unable to decide the case (which may be investigated by a garrison board), the appeal is to be forwarded to the War Office. [id., § 29.]

**Q.** Pending the settlement of barrack damage appeals by the War Office, is the amount assessed to be charged against the troops?

**A.** Yes. [id.]

**Q.** How are damages assessed against troops published?

**A.** In regimental orders, the share of each company and general charges being under separate headings. [id., § 30.]

**Q.** When a barrack is to be vacated, what notice is to be given?

**A.** The earliest possible notice to the engineer and commissary of the hour and date. [id., § 31.]

**Q.** May charges for cleaning barracks be made against the troops?

**A.** Only in cases (which must be immediately reported by C. officers to the general commanding) where neglect is obvious or complaints are made by the troops marching in. [id., § 32.]

**Q.** State the rules as to the choice of **officers' quarters**.

**A.** Officers take choice according to regimental rank. An officer in possession is not to be displaced by an officer of corresponding

rank ; but a captain, although entitled only to the same class of quarters, has priority over a subaltern even if the latter be in possession. [Q. Reg., 15, § 37.]

Q. May the kitchens attached to unmarried officers' quarters be used as sleeping apartments by soldier servants ?

A. No. [id., § 39.]

Q. Has an officer any right to a military quarter which he does not occupy.

A. Not except in the case of a C. officer in lodgings, who may have a quarter, and of married officers, not drawing lodging allowance, permitted to reside out of barracks. [id., § 40.]

Q. To whom are vacant officers' quarters to be handed over ?

A. The commissary in charge. [id.]

Q. What is to be done with the quarters of officers proceeding on leave or detached on duty ?

A. The officers retain their rooms, unless it is known that they are to be absent beyond one month, when the quarters are to be given over to the commissary. [id., § 41.]

Q. What precautions against fire are to be observed in buildings occupied by soldiers ?

A. No fire or light is allowed except in hospitals, latrines, guard houses, recreation rooms, and serjeants' mess rooms, later than a quarter of an hour after the last post, at which time an officer is to see that this order is obeyed. N.-C. officers are to see that the fires are raked out, and no live cinders left in scuttles or boxes. [id., § 42.]

Q. At what time are the lights in the serjeants' mess to be extinguished ?

A. At 11 o'clock p.m. [G. O. 47, 1876.]

Q. When an escape of gas occurs in barracks what precautions are to be taken ?

A. Adjacent windows are to be thrown open, lights extinguished, and no light is to be brought into the vicinity. [Q. Reg., 15, § 43.]

Q. What is the responsibility of N.-C. officers in charge of rooms as to gas ?

A. To see that the gas is turned off every night in rooms and passages, and that burners are not tampered with. [id.]

Q. How is the *fire piquet* composed ?

A. Of a N.-C. officer and party of soldiers. [id., § 45.]

Q. What are the duties of the fire piquet ?

A. To make themselves acquainted with the sources from which water can be supplied, the mode of adjusting the hose, and method of working the engine. The N.-C. officer is to superintend (with the fire piquet) the exercise of the fire engine, and the fatigue parties for that purpose are to be under his orders. [id.]

*Q.* On an alarm of fire, how should the fire piquet act?

*A.* It is to assemble forthwith, and men belonging to it on any duty should be relieved. [*Q. Reg.*, 15, § 45.]

*Q.* What are the rules as to practice with *fire engines*?

*A.* General officers will frame local regulations for guidance in the event of fire, and the troops should be frequently practised by day and occasionally by night in concentrating upon any given spot with fire engines and apparatus. [*id.*, § 47.]

*Q.* What *board* should investigate the cause of fire or accident occurring in barracks?

*A.* A garrison board of officers (including an engineer and commissary, if available at the station), which will report through the officer commanding the district, and estimate the cost of making good the damage. [*id.*, § 48.]

*Q.* May a N.-C. officer or soldier effect a *fire insurance* on private property in barracks?

*A.* Not without the C. officer's knowledge. [*id.*, § 49.]

*Q.* By whom may **temporary appropriation** of vacant barrack accommodation be made?

*A.* By the commissary in charge, with the approval of the general officer, obtained through the controller. [*id.*, § 51.]

*Q.* How is the expense of repairing **cricket grounds** and fives courts to be charged?

*A.* As barrack damages. [*id.*, § 52.]

*Q.* Do troops pay rent for allotments of **garden ground**?

*A.* Not within the prescribed limits; but they are liable for any outgoings, such as poor-rates. [*id.*, § 53.]

*Q.* In what manner and within what limits may allotments be made?

*A.* They are to be by regiments, and subdivided by companies, under the supervision of C. officers. Allotments to individual N.-C officers and men are not to exceed  $\frac{1}{8}$  of an acre. [*id.*]

*Q.* Who is liable for the expense of fencing, seeds, &c., in soldiers' gardens, and to whom does the produce belong?

*A.* The troops find seeds and internal fencing, and the War Office supply tools and materials for external fencing, except in allotments to individuals, when the whole expense must be borne by the soldier. The produce belongs to the troops. [*id.*]

*Q.* How are transfers of garden ground from one corps to another to be made?

*A.* Through the commissary in charge. When one corps relieves another, a mutual arrangement should be made as to the stock, &c. [*id.*]

*Q.* When the War Department resumes land for military purposes

which has been allotted as gardens, or when troops quit a station, is any claim for compensation admissible?

A. No.

[*Q. Reg.*, 15, § 53.]

### *Canteens.*

Q. Are soldiers **required to purchase** at the canteen?

A. No; they may resort to markets or shops instead.

[*Q. Reg.*, 15, § 54.]

Q. What are the rules as to the sale of **intoxicating liquors** in canteens?

A. Abroad, spirits may be sold at the discretion of the C. officer, but not at home. No liquor is to be sold before noon, nor after tattoo, nor during divine service on Sundays, nor to any one appearing to be intoxicated.

[*id.*, § 55.]

Q. May **defaulters** enter the canteen?

A. Only during fixed hours, say from 6 to 8 P.M.

[*id.*, § 56.]

Q. What are the rules as to the admission of **civilians** to canteens?

A. It is not permitted, except with the sanction of the C. officer (who will exercise caution to prevent complaints), and never during hours prohibited by the Licensing Act.

[*id.*, § 57.]

### *Canteens held by Tenants.*

Q. By whom are canteen **tenants appointed** and removed?

A. By the Secretary of State for War. Abroad, the general officers in command nominate the tenants under the usual agreement (procurable from controllers), terminable at a week's notice.

[*Q. Reg.*, 15, § 58.]

Q. What **advantages are granted** to canteen tenants?

A. The monopoly of sale of all scheduled articles in barracks to soldiers (excluding recreation rooms and serjeants' messes), and the use of the shop, tap rooms, and fixtures, rent free.

[*id.*, § 59.]

Q. What are the canteen **tenant's obligations** as to the maintenance of order, &c.?

A. To be respectful to officers and obey orders; to prevent riot, disorder, or gambling. He is forbidden to give credit or receive pledges.

[*id.*, § 60.]

Q. How are the prices and quality of **articles on sale** at a canteen held by a tenant regulated?

A. By a board of survey, composed of a field officer, captain, and commissary, attended by a medical officer, and assembled every 3 months or oftener. Price schedules in ink are to be hung up in the bar, and in every room of the canteen.

[*id.*, § 61.]

*Regimental Canteens.*

**Q.** Whose **authority** must be obtained before establishing canteens on the regimental system ?

**A.** That of the Secretary of State. [*Q. Reg.*, 15, § 62.]

**Q.** What are the rules as to applying the regimental canteen system to detachments ?

**A.** It is only applicable where officers can be furnished for the committee. Whenever a corps and detachment are at the same station, it is optional with the former to establish a regimental canteen, and for the latter to use it without share of profits.

[*id.*, § 63.]

**Q.** How is the **canteen committee** composed and selected ?

**A.** Of 3 officers, selected by the C. officer, the president being not under captain. The C. officer is not to be on the committee if there is a captain available. Officers of the regimental staff are ineligible.

[*id.*, § 62 ; *G. O.* 4, 1876.]

**Q.** From what duties are the members of the canteen committee to be exempted when practicable ?

**A.** Boards, courts of inquiry, and C.-martial. [*Q. Reg.*, 15, § 62.]

**Q.** What *subordinate committee* may be appointed ?

**A.** One of 3 N.-C. officers, to act under the officers, but without having any concern with payments or contracts, or any power to make changes or issue instructions. Schoolmasters and bandmasters are not eligible as presidents or treasurers.

[*id.*, § 64.]

**Q.** Describe shortly the *duties* of the canteen committee.

**A.** To superintend the business of canteen ; assemble monthly to take stock and examine the books, inspect the quality of articles to be sold, authorize purchases, and regulate prices, printed lists of which are to be posted up in the canteen.

[*id.*, § 65.]

**Q.** What course is to be followed in fixing **prices** ?

**A.** Profits on articles are to be assessed separately, and the prices are to cover wastage and permanent canteen charges.

[*id.*, § 66.]

**Q.** By whom are **contracts** for canteen supplies entered into ?

**A.** The C. officer and the president of the canteen committee.

[*id.*, § 67.]

**Q.** By whom are all orders for goods to be given direct to the person making the supply ?

**A.** The C. officer, or the president, or a member of the canteen committee.

[*id.*

**Q.** By whom should **payments** on behalf of the canteen be made ?

**A.** By the president, or a member of committee, without the intervention of the canteen serjeant.

[*id.*, § 68.]

**Q.** How is the state of the canteen **accounts** brought under the C. officer's review?

**A.** The committee after each monthly meeting submit statements of the receipts and expenditure, and also of the assets and liabilities for the preceding month. [Q. Reg., 15, § 69.]

**Q.** What is to accompany the quarterly abstract of the canteen accounts forwarded by the C. officer?

**A.** Details of the charges and a price list. [id., § 70.]

**Q.** What are the rules for the selection and removal of the **canteen serjeant**?

**A.** A pensioned N.-C. officer may be appointed (experimentally or any serjeant (permanently), but sanction must be obtained through the Q.-M. general. The canteen serjeant, if inefficient, may be removed, and will revert to the rank of serjeant, or take that of his successor, at the discretion of the C. officer, who will report to the Q.-M. general. [id., § 71.]

**Q.** Describe the position and *functions* of the canteen serjeant?

**A.** He acts under the committee as salesman, not contractor. He is not liable to lose (except in case of dishonesty), and is not to share in profits, or receive "wastage." He is not to be serjeant's mess caterer, and must be licensed (at the expense of the canteen). [id., § 72.]

**Q.** What *remuneration* from the canteen fund may be added to the pay and allowances of the canteen serjeant?

**A.** Such as will make up 6s. a day, or such lower rate as the C. officer may fix. [id., § 73.]

**Q.** What *assistants* to the canteen serjeant may be appointed? Give rates of pay.

**A.** Two privates (or one private and a soldier's wife), at 2s. a day each. If necessary, additional privates or soldiers' wives or children at 1s. 6d. a day each. [id.]

**Q.** How is an **accountant** for the canteen to be selected and paid?

**A.** A N.-C. officer (not the serjeant-major) is to act under the committee. His pay is not to exceed 30s. a month. [id., § 74.]

**Q.** What are the rules as to inspection of the canteen **books**?

**A.** They are open to public inspection with the C. officer's sanction, and are produced at the monthly stock-taking, and the general officer's inspection. [id., §§ 75, 76.]

**Q.** State the course to be followed in examining the books at the monthly **stock-taking**?

**A.** (a) Stock is to be taken on the 1st of the month (the canteen being closed till noon); (b) Stock shown in the bills is to be compared with that in the "stock and cash ledger"; (c) Consumption in "daily stock book" is to be compared with receipts in

“daily cash book”; (d) Correctness of the monthly abstract and other accounts is to be verified. [Q. *Reg.*, 15, § 76.]

Q. What course is to be followed as to **wastage**?

A. Drainage of liquors and refuse of casks is to be returned to brewers in exchange for good liquor. Committees are to ascertain the actual losses and profits inseparable from retail sale, and in accounts with the canteen serjeant the allowance admitted by the trade is to be made. In the case of gain the canteen fund will receive it, but in that of loss the serjeant will be responsible to the C. officer. [*id.*, § 77.]

Q. What rules are made for the **care of money** of the canteen?

A. The proceeds of sales are to be handed over daily by the canteen serjeant to the committee of officers, and the amount will be lodged by the president with the paymaster, or otherwise in security, as the committee, with the C. officer's concurrence, may arrange. Neither the paymaster's sureties, nor the public, will bear the loss of canteen funds placed in his hands. Sums “on account” may only be drawn on the signature of two officers of the committee. No cheques are to be cashed, or bills discounted, without the sanction of the committee. [*id.*, § 78.]

Q. State some rules as to the terms on which the **building, fixtures, and bar stock** of canteens are held by the troops.

A. A rent to cover the cost of maintenance of the building is paid monthly to the commissary. Certain fixtures are supplied without charge; on others the troops pay a percentage monthly, and others are provided by the troops. Bar stock (supplied in the first instance by the public at a charge of 1 per cent. per month on the cost) is purchased, as funds accumulate, by the canteen. The cost of the beer engine is charged to the public, its repairs to the canteen. The sum of 6s. per “pull” is to be added to the rent, to cover the cost of renewing the beer engine. The canteen stock is to be insured against fire at the expense of the fund.

[*id.*, §§ 79, 81, 82, 83.]

Q. How are losses and damages of public property held by the canteen to be assessed?

A. In the usual way; and the canteen fund, or the canteen serjeant, as the C. officer may direct, must hand the amount to the commissary, who will make good the damages. The canteen serjeant should note damages chargeable to individuals. [*id.*, § 80.]

Q. What charges are to be paid out of **canteen profits**?

A. All canteen charges including—(a) payment for articles; (b) rent; (c) purchase of and percentage on bar stock or furniture; (d) damages; (e) insurance; (f) wages; (g) fuel and light; (h) cleaning; (i) rates. [*id.*, § 81.]

Q. Are profits of regimental canteens liable to **income tax**?

A. No.

[Q. Reg., 15, § 84]

Q. What is the rule as to *accumulation* of profits?

A. Profits are to accumulate to the extent of £50 (exclusive of stock), or of £50 for each regiment, in the case of brigade or garrison canteens. Any surplus, after meeting specified charges, may be expended by the committee, with sanction of the C. officer, so as to benefit the soldiers. [id., § 85.]

Q. State shortly the objects to which surplus canteen profits may be *appropriated*.

A. Purchase of additional papers, &c., for the library and recreation room, or of apparatus for games, theatricals, &c.; repairs in skittle alleys; prizes for sports; garden expenses; purchases for the canteen; Christmas messing; refreshment on field days; coffee on guard; reduction of messing; whitewash brushes, sawdust for rooms, &c. [id., § 86.]

Q. What proportion of canteen profits may be appropriated for the serjeants' mess and soldiers' families?

A. Serjeants' mess (if dealing with the canteen) 6 per cent, families not more than 10 per cent. of each quarterly balance. [id.]

Q. Name some *restrictions* on the application of canteen profits, specially laid down in the regulations?

A. They are not to be applied to conveyance of families, baggage, or stores; provision of clothing or equipment; shooting or garden prizes; cricket ground hire; religious services; charities (except for the benefit generally of the troops or families); nor to the cost of anything that is supplied by government.

[id., § 87; G. O. 90, 1876.]

Q. When the C. officer and committee desire to continue an expenditure of canteen profits, which the general officer objects to, what course is followed?

A. The expenditure is discontinued, pending immediate reference by the general officer to army head-quarters. [Q. Reg., 15, § 87.]

Q. What persons only may **purchase articles** from the canteen?

A. Officers, N.-C. officers, soldiers, and their families; and they are restricted to their own canteen, except as regards such articles as may be consumed on the spot in other canteens. [id., § 88.]

Q. State some of the rules as to the payment for, and delivery of, articles purchased at the canteen?

A. Every article will be paid for in cash, except those in the mess passbooks, or for serjeants' messes, which may be paid for weekly. Nothing is to be taken out of barracks to officers or men, except on written requisition. Malt liquor may be taken to the barrack rooms for dinner. [id.]

Q. May articles purchased at the canteen be retailed?

A. No.

[id., § 89.]



**Q.** Who are to **visit** the canteen? How often, and with what view are the visits to be made?

**A.** A member of committee, the C. officer, and the orderly officers will visit frequently to see that no irregularity takes place; a medical officer will visit occasionally to ascertain the quality of the articles sold. [Q. Reg., 15, § 90.]

**Q.** Are the canteen **weights**, &c., liable to be tested by the local inspector?

**A.** Yes; defects are to be reported to the Secretary of State for War. [id., § 91.]

**Q.** State some of the arrangements as to the canteen which should be made when a regiment **changes station**?

**A.** The stock should be kept low in anticipation, and should never exceed £200 in value. Canteen serjeants may be sent on to take over stock from the outgoing regiment, and the local contractor should take back at cost price all undamaged articles. Expenses consequent on a change of station are to be defrayed out of the canteen fund. [id., § 93.]

### *Garrison Libraries.*

**Q.** What is the amount of the **government grant** for the maintenance of libraries and in aid of the recreation rooms?

**A.** £2, 10s. per annum for each company. [Q. Reg., 15, § 96.]

**Q.** Do books, periodicals, newspapers, games, purchased out of the government grant belong to the library?

**A.** Books do; but periodicals out of the government grant belong to the corps. [id.]

**Q.** How are the proceeds of the government grant and of the recreation room subscriptions appropriated?

**A.** They are appropriated by the committee, with approval of C. officer, subject to the following conditions, viz., that in addition to sums required towards the pay of the garrison librarian, not less than 5s. per company be appropriated quarterly in advance for the purchase of books for the station library, the expense of stationery and binding, and the repairs of books injured by fair wear. [id., § 97.]

**Q.** State the rules for the payment, receipt, and application of the **quarterly contribution** of 5s. per company to libraries.

**A.** It is to be paid on the first day of each quarter by each company in garrison on that day to the commissary, for disbursement by him on requisitions of the garrison committee, countersigned by the C. officer of the station. [id.]

**Q.** When companies are detached, is the contribution of 5s. per quarter to be paid to the library at the head-quarter station?

A. It is to be paid to the library of the station at which they are serving if there is one; to the library at the head-quarter station if there is not. In the latter case, the detachment will be supplied with books from the head-quarter station library, defraying the cost of carriage out of recreation room funds. [*Q. Reg.*, 15, § 98.]

Q. Detail some of the principal points in the constitution of garrison libraries.

A. The garrison library, which is under the supervision of the Director General of Education, constitutes a central depot from which books are issued to the recreation rooms. The books are available to the subscribers to recreation rooms, and also, on payment of 1s. a month, to the officers of the garrison. Libraries may only be used as reading rooms for consulting books of reference.

[*id.*, § 100.]

Q. How is the garrison library committee composed, and what are its duties?

A. It is composed of such number of members of regimental committees as the C. officer may determine. It is to meet at least once a quarter to recommend books for purchase, and to examine the quarterly reports and accounts before they are laid before the quarterly board and submitted to the general officer. [*id.*, § 101.]

Q. What kind of books only should be sanctioned for libraries by C. officers.

A. Instructive as well as interesting works. [*id.*, § 102.]

Q. How should books, found after purchase to be unfit for circulation, be disposed of and replaced?

A. They are to be condemned by the C. officer, handed over to the commissary as unserviceable, and replaced by other works of equal value. [*id.*]

Q. By whom must donations of books be approved?

A. The C. officer of the station. [*id.*, § 103.]

Q. What is the rule as to the use of library books in hospital?

A. C. officers and chaplains may take out books for the sick without payment. [*id.*, § 104.]

Q. How and by whom are damages to library books assessed?

A. A monthly inspection is made by an officer (not under captain), accompanied by the quartermasters of corps, at which charges are assessed. At the quarterly inspection, and at every movement of troops, the commissary joins in the inspection. If the officer and the commissary disagree, the same course is to be adopted as for barrack damages. [*id.*, §§ 106, 107.]

Q. How are charges for library damages attested and recovered?

A. Attested by the signature of the inspecting officer, and, at the quarterly inspection, of the commissary; recovered by paymasters at first settlement. [*id.*, § 107.]

**Q.** State some rules for the guidance of officers in assessing charges for damages, &c., to books.

**A.** When a volume of a set is lost the amount is to be fixed by the committee and approved by the C. officer. Damages discovered by an incoming corps are to be charged to the outgoing corps. Damage from fair wear and tear is not chargeable. Damage from accident is charged at the officer's discretion ; intentional damage is charged in full. [Q. Reg., 15, §§ 106, 108.]

**Q.** How are repairs of library books carried out ?

**A.** At the expense of the library fund, under the sanction of the C. officer. [id., § 108.]

**Q.** What are the rules as to transfer of books, &c., on a corps quitting a station ?

**A.** Books are to be returned and accounts closed three days before the movement. The prescribed form is to be filled up and left in the library or with the commissary. Where the movement is sudden, the course laid down for barrack damages is to be adopted. [id., § 109.]

**Q.** Under whose orders is the garrison librarian placed ?

**A.** Those of the C. officer. When a station is unoccupied the library is under the commissary, and the librarian (if a pensioner) is under his orders. [id., § 110.]

**Q.** Under what circumstances and at what rate of remuneration may N.-C. officers be appointed acting librarians ?

**A.** Where there is no pensioner-librarian a N.-C. officer may be appointed to act at 6*d.* a day out of the recreation room funds of the several corps in proportions fixed by the library committee. Where there is only one corps he will also take charge of the recreation rooms. At very small stations the salary may be reduced. [id., § 111.]

**Q.** State shortly the chief rules for the garrison librarian ?

**A.** He is to wear uniform on duty ; to have the library and his quarters in perfect order ; to attend at the library as directed ; to see that the books are not misused, or retained too long ; and to prepare the quarterly report and accounts. [id., § 112.]

**Q.** May the library be used as the librarian's quarter ?

**A.** No. [id., § 113.]

**Q.** How is the quarterly board, which verifies the library accounts and the number of books in charge, to be composed ?

**A.** Where practicable, of a captain, a subaltern, and the commissary in charge. [id., § 114.]

**Q.** What are the inspecting generals' reports to contain as to the libraries, &c., in their command ?

**A.** A report on their state, on the efficiency of the librarians, and on any improvements that seem desirable. [id., § 117.]

### *Regimental Recreation Rooms.*

**Q.** What **accommodation** is to be allotted to recreation rooms?

**A.** Apartments specially furnished and supplied with fuel and light. Where there is only one regiment the recreation room will serve also as the library; when practicable, every regiment should have one room for reading, another for games, with a bar for refreshments. A reading room should be provided for a detachment. [Q Reg., 15, § 118.]

**Q.** Who may be **subscribers** to the recreation rooms?

**A.** N.-C. officers, soldiers, and departmental subordinates (admitted by the committee with the C. officer's sanction). [id., § 119.]

**Q.** What are the rates of the subscription to the recreation rooms, and by whom is it to be collected?

**A.** Not exceeding (per month), for a serjeant, 6d.; corporal, 4d.; private, 3d.; as may be fixed by the regimental committee, with the C. officer's approval. The amount is collected by the paymaster. [id.]

**Q.** How are **payments** on account of recreation rooms made?

**A.** They are made by the paymaster on the requisition of the regimental committee, countersigned by the C. officer or treasurer. [id., § 120.]

**Q.** How is the **recreation room committee** formed and appointed?

**A.** The president (not under rank of colour serjeant) is appointed by the C. officer; the members (N.-C. officers and privates in proportions fixed by the C. officer) are elected annually by subscribers. [id., § 121.]

**Q.** What are the duties of the recreation room committee?

**A.** To superintend management and expense, recommend books for the library, and periodicals, &c., for the recreation room. [id.]

**Q.** What remuneration out of the recreation room funds is the **regimental librarian** to receive?

**A.** Such as the committee, with the C. officer's approval, may determine. [id., § 122.]

**Q.** What are the duties of the regimental librarian?

**A.** To maintain order, regularity, and cleanliness in the recreation rooms; to obtain books from the library, and circulate them amongst subscribers; to return the same; and to report all damages to the committee. [id., §§ 122, 123.]

**Q.** By whom are all newspapers and periodicals admitted into any recreation room to be sanctioned?

**A.** The C. officer. [id., § 124.]

**Q.** What are the rules as to **smoking and refreshments** in the recreation rooms?

*A.* Smoking is permitted at the discretion of the C. officer; tea, coffee, &c., may be supplied, but not wine, beer, or spirits.

[*Q. Reg.*, 15, § 125.]

*Q.* What **extra hours** are sanctioned for recreation rooms and for whose benefit?

*A.* The rooms may be kept open till 10½ P.M. (April to September), and 10 P.M. (October to March), for men who have leave to attend after tattoo.

[*id.*, § 126.]

*Q.* How are **games, &c.**, supplied for recreation rooms?

*A.* At the public expense.

[*id.*, § 127.]

*Q.* How are damages to games assessed?

*A.* In the usual way. Charges are paid out of the recreation room fund, when not assessed against individuals.

[*id.*]

## MOVEMENT OF TROOPS BY LAND.

### *Marches.*

*Q.* State generally the **duty of officers** on the march.

*A.* To exert attention and vigilance; to maintain discipline and regularity; to preserve the compact order of the column, by not allowing irregular intervals, straggling, or falling out, except during halts.

[*Q. Reg.*, 16, §§ 1, 2.]

*Q.* In selecting places for **halts**, what should officers avoid?

*A.* Halting near public houses.

[*id.*]

*Q.* May **C. officers** disregard the rules for marches under any circumstances?

*A.* Their doing so can only be justified by necessity, or by the attainment of an obvious advantage.

[*id.* § 3.]

*Q.* At what **hour** should marches commence?

*A.* As a rule at daybreak; and, in sultry weather, earlier.

[*id.* § 4.]

*Q.* State some of the **advantages of early marching**.

*A.* The march need not be hurried; proper halts may be observed; heat may be avoided; breakfast may be provided on the road, and the march completed in time for rest and dinner, and to enable the men to clean and prepare for evening parade. The officers have time to visit billets, &c.,

[*id.*]

*Q.* How should the men be employed **after a march**?

*A.* In putting arms and appointments in order.

[*id.*, § 5.]

*Q.* May men leave their quarters after a march?

*A.* Not until able to appear properly dressed.

[*id.*]

*Q.* What is the rule as to the **evening parade** on the march?

*A.* Parade or inspection of billets should never be dispensed with if the weather permits.

[*id.*]

**Q.** What are the orders as to **alarm posts** on the march?

**A.** They are to be invariably established in some central position, and the men made acquainted with them. [*Q. Reg.*, 16, § 6.]

**Q.** What rules are to be observed in assorting the **billets** of troops quartered in towns?

**A.** The officer who draws them should assort them, so that the men of each company may be together; and the officers should be as near as possible to their men. [*id.*, § 7.]

**Q.** By whom are troops in billets to be superintended?

**A.** By the officers and N.-C. officers. [*id.*]

**Q.** When soldiers on the march, or awaiting embarkation, are in barracks in which there is no accommodation for the officers, how should the latter be quartered?

**A.** In billets. [*id.*, § 8.]

**Q.** When soldiers travel singly, or in small parties, what steps should be taken to ensure the settlement of the legal claims of the persons on whom they are billeted?

**A.** They should be furnished with sufficient money, and instructed to discharge such claims, as required by the Mutiny Act, before they leave their billets. [*id.*, § 9.]

**Q.** When soldiers are detached to a military station on temporary duty, are they to be billeted?

**A.** No; they are to be attached to the troops. [*id.*]

**Q.** Where are escorts and men detained in **London** to report themselves?

**A.** To the garrison serjeant-major at St. George's barracks.

[*id.*, § 10; *G. O.*, 24, 1874.]

**Q.** May men passing through London under a route, make use of the underground railway?

**A.** Yes. [*id.*]

**Q.** Should troops always march with **advanced and rear guards**?

**A.** Yes. [*Q. Reg.*, 16, § 11.]

**Q.** How are men who fall out on the march taken charge of?

**A.** The rear guard brings them up. If unable to march, a soldier is to be given in charge of a corporal or steady man. [*id.*]

**Q.** To whom is the commander of the rear guard to report all occurrences at the end of each day's march?

**A.** The commander of the column. [*id.*]

**Q.** Are movements of troops or dispositions of march always to be put in **orders**?

**A.** No; on active service the orders may be delivered only to persons they concern. [*id.*, § 12.]

**Q.** What step is to be taken by the commander of troops, under orders to move, with a view to secure **rations** for his men?

**A.** Immediately on receiving the order, he is to forward a notice

(W. O. form) to the district controller, and one to the controller of any district to which he may be proceeding. [*Q. Reg.*, 16, § 13.]

*Q.* In what case should an **armed party** proceeding on any duty invariably be accompanied by an officer?

*A.* When its strength exceeds twenty men. [*id.*, § 14.]

*Q.* When an armed party is called out for an unusual duty, what should the officer acquaint himself with?

*A.* All orders that bear on the service he may be called upon to perform. [*id.*]

*Q.* Should a **medical officer** invariably accompany detachments on the march?

*A.* Except on particular duties, only when the detachment is composed of not less than 200 men; or if proceeding coastwise, not less than 50 men. [*id.*, § 15.]

*Q.* Should medical officers moving with detachments be included in the route?

*A.* Yes. [*id.*]

*Q.* How should C. officers of detachments without medical officers obtain medical aid for the men?

*A.* If no army or militia medical officer be available, recourse is to be had to a civil practitioner. [*id.*, § 16.]

*Q.* When medical aid is afforded to a detachment by a *civil practitioner*, to whom is the circumstance to be reported?

*A.* To the officer commanding the regiment. [*id.*]

*Q.* Name some of the rules as to the issue and care of **routes**.

*A.* Routes are issued by the Q.-M. general, and their receipt is to be acknowledged by return of post; care is to be taken to prevent a route becoming defaced, torn, or illegible. If possible, no soldier should be moved without a route, which may be applied for by telegraph. When the movement must take place without a route, a covering route should be applied for. [*id.*, § 18.]

*Q.* Do officers proceeding without troops require routes.

*A.* No. [*id.*]

*Q.* What are the rules as to the issue of duplicate routes?

*A.* They are not to be issued to replace others lost or mislaid, but a memorandum, to serve as a voucher, may be furnished. [*id.*, § 19.]

*Q.* When an **officer** ordered to join his regiment or to proceed on any duty allows unnecessary delay to occur, what steps are to be taken?

*A.* A report is to be made by his C. officer to the A.-general. [*id.*, § 20.]

*Q.* What are the rules as to winter **route marching** on home service?

*A.* It should be practised for 8 or 10 miles once a week.

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winter, in marching order, with full kits, after breakfast, or about 9 A.M., so as not to interfere with the dinner. Every man to be in the ranks. [Q. *Reg.*, 16, §§ 28, 29.]

Q. What is to be attended to by C. officers and captains as to the **fitting of boots, &c.**

A. That the boots fit. On the march the men should wash their feet daily, and soap them, or the inside of their socks, before starting. [*id.*, § 30.]

### *Baggage.*

Q. When a regiment changes station at home, what officers' **mess property** should accompany it?

A. Such as will enable the officers to subsist themselves until the day of departure, and on the day after the arrival at the new station. [Q. *Reg.*, 16, § 21.]

Q. What limits are fixed for the **size and weight** of articles of baggage?

A. Length, 3 feet 6 inches; breadth, 2 feet; depth, 2 feet 3 inches; weight, 3 cwt. [*id.*, § 22.]

Q. How should all baggage be **marked**?

A. Public baggage should be numbered and marked. Private baggage should bear the rank and name of the owner. [*id.*, § 23.]

Q. Describe the duties of the officer of a **baggage guard**.

A. He is to tell off his men to the wagons, and to make them accountable that nothing is taken off; the men are never to put their arms on the wagons, but are to march by the sides with bayonets fixed. The officer is responsible that the drivers and horses are not ill-used, and that nothing is required of them to which they are not bound by Act of Parliament or agreement. At night the wagons are to be parked, so as to occupy as little space as possible, and placed under sentries. [*id.*, § 24.]

Q. What are the regulations as to the **impressment** of wagons where army transport is not available for conveyance of baggage to and from a barrack, station, wharf, &c., at home?

A. Officers are to avail themselves of the powers conferred by the Mutiny Act. An officer or N.-C. officer should be sent in advance to procure wagons. [*id.*, § 25.]

Q. Is baggage to be **loaded** and unloaded by the drivers of the army service corps or by the troops?

A. Altogether by the latter. [*id.*, § 26.]

Q. Under whose superintendence and direction is the packing of **army service wagons** to be effected?

A. That of the officer or N.-C. officer commanding the detachment of the army service corps. [*id.*]

**Q.** To whom is any unnecessary detention of transport to be reported?

**A.** The general officer.

[*Q. Reg.*, 16, § 27.]

### *Movements by Railway.*

**Q.** When troops are to move by railway, what notice to the station-master should be given, and by whom?

**A.** One, or in the case of a large number of horses, two days' notice of the number of officers, men, families, horses, guns, &c., to proceed by the train, and of the quantity of baggage, is to be furnished by a staff officer, if there is one, or by the C. officer. On home service movements of more than 50 men are usually arranged by the Q.-M. general.

[*Q. Reg.*, 16, § 31.]

**Q.** What arrangements should be made as to women and children accompanying troops by rail?

**A.** They should be placed in the train by a N.-C. officer (furnished with a nominal list) an hour before the hour named for starting.

[*id.*, § 32.]

**Q.** Are C. officers of troops moving by special trains to assist station-masters in excluding from the platforms persons unconnected with the troops?

**A.** Yes.

[*id.*, § 33.]

**Q.** What are the rules as to conveyance of light baggage in trains with troops?

**A.** A small quantity may be sent (if possible, by army transport) to the station with the women and children. The officers' servants will accompany it as a guard, and as soon as it is placed in the train they will enter the carriages allotted to them.

[*id.*, § 34.]

**Q.** When troops are to proceed by rail on home service, what is to be done with the heavy baggage?

**A.** Regiments receive a special allowance for its conveyance, and are therefore required to make their own arrangements.

[*id.*, § 35.]

**Q.** At what rate should baggage be charged for by the railway?

**A.** 2*d.* per ton per mile.

[*id.*

**Q.** When an officer travelling on duty by rail claims to be charged at the reduced fare, what must he produce to the clerk?

**A.** A certificate or order by his C. officer, showing that he is entitled to the reduction.

[*id.*

**Q.** By what trains only should officers and soldiers travel?

**A.** They are not to travel by the limited mail, unless they pay full fare. In the absence of special orders to the contrary, C. officers must take care that all soldiers travelling on duty shall proceed by ordinary trains.

[*id.*

**Q.** What **rugs** are issued to soldiers proceeding coastwise by night, in winter, between ports at home?

**A.** One to each soldier, from the barrack stores at the port, to be accounted for to the control department on landing.

[*Q. Reg.*, 17, § 18.]

**Q.** When troops embark for coasting voyages in troop ships, how are **blankets** obtained?

**A.** One per man will be issued from the ships' store, unless the C. officer shall notify in writing to the captain that they are not required. [*id.*]

**Q.** What arrangement should be made in ships for the reception of the soldier's **arms**?

**A.** Arm racks are to be provided in a part of the vessel likely to afford freedom from rust and facility of access. [*id.*, § 19.]

**Q.** Should arms be placed in racks vertically or horizontally?

**A.** Vertically. [*id.*]

**Q.** When regiments or armed detachments embark for foreign service, what service **ammunition** will be put on board?

**A.** 60 rounds per rifle embarked. [*id.*, § 20.]

**Q.** What are C. officers to ascertain before sailing as to the **ammunition**?

**A.** That it has been properly secured in the ship's magazine. [*id.*]

**Q.** What is to be done on embarkation with the **pouches** when these contain **ammunition**?

**A.** They are to be collected before the men go below, and stowed away in the magazine, if there is one, or in a secure place. [*id.* § 21.]

**Q.** When **unarmed drafts** embark, what **arms**, **accoutrements**, and **ammunition** should be taken on board for exercise?

**A.** Second class arms and accoutrements for 10 per cent. of the strength, 60 rounds per rifle, except in H.M. Indian troop ships, where **ammunition** is kept on board, and one bugle or drum.

[*id.*, § 22.]

**Q.** What **preliminary inspection of hired ships** should be made before embarkation?

**A.** Inspection of fittings and arrangements by a board composed of the staff officer superintending the embarkation, an officer (not below captain), and one or more naval officers, and attended by the senior medical officer at the station, and the medical officer who is to embark with the troops. [*id.*, § 23.]

**Q.** When troops embark at different ports, where should the preliminary inspection of the ship take place?

**A.** At the first port; a visit of the military officer commanding at any subsequent port is sufficient. [*id.*, § 24.]

**Q.** To whom are reports of boards for the preliminary inspection hired ships forwarded?

A. One copy to the Director of Transport Services, and a duplicate to the C. officer of the district for transmission, with his remarks, to the Q.-M. general. [Q. Reg., 17, § 25.]

Q. When should the **final inspection of a hired ship** be made?

A. After the troops are on board, the baggage stowed, and the ship ready to sail. [id., § 26.]

Q. What are the rules as to the composition and report of a board, for the final inspection of a hired ship?

A. The board will consist, if possible, of one or more naval officers, a staff or field officer, and a captain not proceeding with the troops, and be attended by a medical officer not proceeding with the troops. The board should request the C. officer of the troops embarked to accompany them, and should report to the Director of Transport Services, and the C. officer of the district. [id., § 27.]

Q. By whom should the senior officer to embark in a hired ship be furnished with a copy of the form of report on the ship?

A. By the C. officer of the district in which the corps is stationed. [id., § 28.]

Q. What are the rules as to **measuring baggage** for embarkation?

A. General officers are to restrict the quantity to the authorized proportions, and cause it to be measured. [id., § 29.]

Q. How is the authorized measurement of baggage for embarkation computed?

A. 5 cubic feet are allowed by sea for every cwt. allowed by land. [id.]

Q. What are the rules as to **marking baggage** for embarkation?

A. Every regimental article is to be legibly marked in paint with designation of corps and contents; all personal property with rank, name, and corps of owner. Baggage intended for the baggage room or cabin should be so marked. [id.]

Q. State some of the rules for **embarking baggage**?

A. The regulated quantity only is forwarded as public baggage to the port in charge of an officer, who is responsible that none in excess is put on board for conveyance at the public expense. In the case of detachments, the baggage will accompany them to the port. The officer who is to command the troops on board is to notify the day and hour when the baggage will arrive to the C. officer at the port. "Heavy baggage" should be embarked the day before the troops. "Light baggage" is limited to small packages; and "passenger's baggage" to wearing apparel, &c. [id., §§ 29, 34.]

Q. How is **baggage in excess** of the allowance conveyed?

A. Under private arrangements, and at the expense of the owners. If in the same ship, it is kept separate from the regulation baggage. [id., § 30.]

Q. Name some rules for the **stowage of baggage**.

A. No baggage is to encumber the decks. Articles packed in an insecure or dangerous manner are not to be received.

[*Q. Reg.*, 17, § 31.]

Q. What rules are to be observed on embarkation as to explosive or combustible articles?

A. They are to be excluded. [*id.*, § 32.]

Q. When troops embark for active service in the field, what soldiers' wives may accompany them?

A. None. [*id.*, § 36.]

Q. When a regiment embarks for garrison duty abroad, what soldiers' wives may accompany it?

A. Those on the married establishment. [*id.*]

Q. Should soldiers' families embark before or after the troops?

A. Before. [*id.*, § 39.]

Q. When soldiers' wives proceed direct from their homes to a port of embarkation, when should they be instructed to arrive?

A. Not later than noon on the day before the embarkation.

[*id.*, § 37.]

Q. Under whose superintendence should all embarkations take place?

A. That of the C. officer at the station. [*id.*, § 40.]

Q. Under whose orders do troops remain after embarkation until they go to sea?

A. The C. officer of the station. [*id.*]

Q. How often and by whom should troops detained at a port after embarkation be visited?

A. Daily by the C. officer of the station, or a staff officer deputed by him. [*id.*]

Q. What returns to the commander of the ship are to be made by the military C. officer on embarkation?

A. A nominal and numerical list of the troops. [*id.*, § 42]

Q. What are the rules as to making out and forwarding embarkation returns?

A. The return of a regiment is to be prepared beforehand by the C. officer, and forwarded as soon as the troops are on board in duplicate to the Q.-M. general, through the general at the station who will receive a third copy. In the case of drafts, the officer superintending the embarkation compiles the return from the returns of the officers in charge. The C. officer on board will be furnished with a copy. [*id.*, § 43]

Q. What is the rule as to nominal rolls of Indian drafts?

A. Officers in charge, or, when individuals embark, the generals commanding at the ports, are to receive from the depots nominal rolls (in duplicate) showing dates of enlistment and ages. These to be handed to superintending officers, who are responsible

that all changes are inserted, and that they are delivered to the embarking officer, to be forwarded to the A.-general.

[*Q. Reg.*, 17, § 44 ; *G. O.* 12, 1876.

*Q.* What special return of detachments coming home should be forwarded to the Q.-M. general ? How, and by whom ?

*A.* A detailed report in duplicate should be forwarded by the C. officer at the port of embarkation—in advance. If this is impracticable, a copy is to be given to the officer in charge (or individual), to be handed to the staff officer on disembarkation.

[*Q. Reg.*, 17, § 45 ; *G. O.* 15, 1875.

*Q.* What books of regulation relative to the transport service are to be accessible to all military C. officers at sea ?

*A.* In hired ships, Regulations of H.M. Transport Service ; copies of Ship's Charter Party, and of Instructions for Masters of Troop Ships. In H.M. ships, Regulations for Troop (or Indian Troop) Ships, Queen's Regulations (Naval), and Admiralty Instructions.

[*Q. Reg.*, 17, § 46.

*Q.* Are military C. officers at sea to furnish certificates and returns prescribed by the Naval and Transport Regulations ?

*A.* Yes. [*id.*

*Q.* When and by whom are C. officers of troops embarking furnished with the forms which they are to fill up during the voyage ?

*A.* Before leaving the port by the staff officer. [*id.*, § 47.

*Q.* How are officers' passages, when proceeding to and from foreign stations at the public expense, to be obtained ?

*A.* By application, at home to the A.-general ; abroad, to the general officer commanding. [*id.*, § 56.

*Q.* When a passage has been provided for an officer, by whom will the place and date of embarkation be intimated to him ?

*A.* The Q.-M. general. [*id.*, § 57.

*Q.* Under what rules may passages in H.M. ships be provided for officers and their families ?

*A.* The general commanding may make requisition on the senior naval officer for passages, in any ship arriving, to embark troops, after the requirements of the service have been met. Officers entitled to free passage have preference. [*id.*, § 58.

*Q.* When an officer proceeds to a foreign station without troops, what departure reports are rendered ?

*A.* A report to the A.-general of the date and place of embarkation, name of vessel, and port of destination. When officers receive orders to embark from the Q.-M. general, they will also report to him. [*id.*, § 59.

*Q.* When an officer is detained at a port of embarkation, by whom and how is he to be attached to troops ?

A. The C. officer will attach him to troops at the station, and report to the Q.-M. general through the general. [*Q. Reg.*, 17, § 60.]

Q. By whom are officers' *mess certificates* signed?

A. In hired ships, by the officers; in H.M. ships, a statement in lieu is signed by the military C. officer. [*id.*, § 61.]

### *Duties on Board Ship.*

Q. When troops are embarked in H.M. ships, under what laws, regulations, and command are they placed?

A. Under the laws and regulations for the navy, and in respect to these under the command of the senior officer of the ship as well as the superior officer of the squadron. [*Q. Reg.*, 17, § 63]

Q. If any officer or soldier shall commit any act against the discipline of the ship of war in which he is embarked, what course may be followed by the captain of the ship?

A. He may cause the offender to be put in arrest or confined as a close prisoner, and transmit written charges to his superior officer, or if there be no senior officer present, to the C.-in-Chief of land forces, in order that the case may be tried by a military C.-martial. [*id.*]

Q. If an officer or soldier embarked in any of H.M. ships commits an act which, in the opinion of the military C. officer, requires trial by C.-martial, what course is the latter to follow?

A. With the concurrence of the captain of the ship, he is to cause the offender to be disembarked or removed to a transport, to be proceeded against under military law. [*id.*]

Q. May a military C.-martial be held in a ship in commission?

A. No. [*id.*]

Q. If any private soldier in a ship of war commits an offence requiring the infliction of any summary punishment for which a warrant is necessary, what course is to be followed?

A. Having obtained the concurrence in writing of the military C. officer as to the punishment, the captain of the ship is by warrant under his hand to award punishment accordingly, in conformity with the Naval Discipline Act. Should the military C. officer decline to concur, he is to state his reasons in writing, and deliver them to the captain of the ship. [*id.*]

Q. What is the rule as to the award of summary punishments in H.M. ships when no warrant for their infliction is required?

A. The military C. officer, on receiving a written notification to that effect from the captain of the ship, may award such summary punishments as the naval regulations permit. [*id.*]

Q. In whom is the command of troops in hired ships vested?

A. In the senior combatant officer of any arm doing duty. [*id.*, § 64.]



**Q.** Whose leave must be obtained before an officer can quit his ship after embarkation?

**A.** That of the officer under whose direction the embarkation takes place. [Q. Reg., 17, § 65.]

**Q.** Name some of the first duties of officers after embarkation.

**A.** To see that the men are allotted to berths, divided into messes, and instructed in rolling up bedding and slinging hammocks; that their knapsacks, arms, ammunition, and accoutrements are properly disposed of; and that their necessaries are marked, and the hammocks and canvas bags numbered. [id.]

**Q.** What orders are to be read to the men as soon as possible after embarkation?

**A.** The Queen's Regulations relative to smoking and the use of lights on board ship. [id., § 66.]

**Q.** To what extent are troops to assist in the general duty of the ship?

**A.** C. officers are to pay attention to every requisition consistent with the good of the service made to them by masters of hired transports. The most competent man is to be appointed cook for the troops, and may be assisted as required. Soldiers may assist in the duties of the ship, but are not to be compelled to go aloft. They are not to be employed as stokers, &c., unless they volunteer, and are certified to be medically fit for such service. [id., § 67.]

**Q.** Are officers embarked in H.M. ships always to wear uniform?

**A.** Yes, except when in their own cabins. [id., § 68.]

**Q.** What officers are detailed for daily duty in each ship?

**A.** An officer, and, when there are more than two captains besides the C. officer, a captain of the day. [id., § 69.]

**Q.** Describe the duty of the officer of the day on board ship.

**A.** To see all orders and every regulation for troops on board ship carried into effect. [id.]

**Q.** Who is considered officer of the guard on board ship?

**A.** The officer of the day. [id.]

**Q.** To whom are the officer of the day and the officer of the watch to report unusual occurrences?

**A.** To the captain of the day. [id.]

**Q.** Into how many watches should the troops on board be divided?

**A.** Three, exclusive of the guard. [id., § 70.]

**Q.** What number of men should always be on deck, and under whose charge are they placed?

**A.** One watch, with a subaltern in charge. In fine weather every man is to be on deck during the day. [id.]

**Q.** When should the watches be relieved?

A. At 8 A.M. and 8 P.M.

[Q. Reg., 17, § 70.

Q. What are the rules as to the guard on board ship?

A. A company should be selected either for the period of the voyage, or to be relieved every week at 8 A.M. on Saturday morning. Its strength should be in proportion to the numbers embarked, and the sentries required for the security of the vessel and the maintenance of order. It should be berthed separately, and told off into as many reliefs as possible for each post. The sentries are to be relieved every two hours, and to mount in harbour with arms; at sea with bayonets only. In fine weather the guard should be exercised with arms before marching off. [id., § 71, 72.

Q. What is the rule, as to airing bedding and clothing at sea?

A. Bedding is to be brought on deck every morning (weather permitting). Clothing is to be aired when circumstances permit. [id., § 73.

Q. After bedding is brought up, how are the men employed in hired ships?

A. In sweeping, scrubbing, and scraping the berths and decks.

[id., § 74.

Q. By whom and when should the upper decks be washed?

A. By the morning watch daily, before the bedding is brought up. [id.

Q. How often may washing between decks take place?

A. Not oftener than twice a week, and then only when the weather is dry. [id.

Q. How often should the boards of the lower berths be removed?

A. Once or twice a week.

[id.

Q. What special rules are laid down as to washing berth decks in H.M. troop ships?

A. They are to be washed only when necessary; they should be dried before the troops go upon them; and on homeward voyages from India, after passing Gibraltar, hot water and soap, or in very wet weather hot dry sand (without water), should be used. [id., § 75.

Q. Describe the orderly officer's duty as to the disposal of hammocks and cleaning of berths?

A. He should see that the hammocks are hung up before watch-setting; and again stowed away in the hammock nettings (weather permitting) on the troops rising. He should be present and direct at the cleaning of the berths, &c.

[id., § 76.

Q. For what purpose is the officer of the day to attend the men's dinner?

A. To see that the men are regular at their messes, and report to the C. officer any neglect in victualling.

[id., § 77.

Q. When a C. officer is dissatisfied with the victualling or with the conduct of the master of a vessel, what should he do?

**A.** Complain to the transport officer. If there is no such officer on board, minutes should be taken. [*Q. Reg.*, 17, § 77.]

**Q.** Name some rules as to the **issue of spirits** at sea.

**A.** When porter is not procurable, and any spirit is supplied with the ration, it is to be mixed with three parts of water, and issued in presence of the officer of the day. Raw spirit is never to be issued in the morning or before dinner. [*id.*, § 78.]

**Q.** How often, and how are troops on board ship to **parade**?

**A.** Daily at 10 o'clock A.M. (without shoes or stockings, in warm climates). The parade should be in marching order, once in each week, when necessaries, arms, and appointments are to be inspected. [*id.*, §§ 79, 80.]

**Q.** How often are cooks on board ship to parade?

**A.** Once a day. [*id.*, § 79.]

**Q.** What are the regulations as to **exercise and drill** at sea?

**A.** The troops should occasionally be summoned to quarters. Such as are told off to guns should be instructed and practised. Recruits or awkward men are to be drilled for an hour (forenoon and afternoon) when the weather permits. [*id.*, § 81.]

**Q.** What are the orders as to **divine service** at sea?

**A.** It is to be performed every Sunday. [*id.*, § 82.]

**Q.** What regulations are established with a view to **prevent the occurrence of fire** on board ship?

**A.** (a) As soon as possible after embarkation, the C. officer will read to the troops the regulations relating to fires, and in conjunction with the master of the ship will tell off the men to their alarm stations. (b) The troops must be frequently mustered, and exercised at their stations. (c) Every evening at sunset the fire engines and pumps are to be prepared for use, hose screwed on, and buckets filled. (d) The troop decks are to be inspected every half-hour by night by a N.-C. officer of the watch, and every hour by the officer of the watch. (e) A sentry is to be placed at the cooking-place—or one on each side if numbers admit of it—with orders not to allow fire of any kind to be taken without permission. No lights are to be permitted amongst the men except in lanterns. [*G. O.* 25, 1875.]

**Q.** In case a fire occurs on board ship, what is to be done?

**A.** (1) The first thing to be impressed on all is—silence. (2) Officers and men will fall in and await orders. (3) The watch on deck will assist to shorten sail, and then repair to stations, and the watch below will stow hammocks. (4) N.-C. officers of each mess will see scuttles closed before going to their stations. (5) All sentries will be doubled, and a guard placed over the spirit room. (6) The C. officer, with such others as he may select, will be on the quarter-deck, the other officers with their companies.

A. The C. officer will attach him to troops at the station, and report to the Q.-M. general through the general. [*Q. Reg.*, 17, § 60.]

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**Q.** What number of men should always be on deck, and under whose charge are they placed?

**A.** One watch, with a subaltern in charge. In fine weather every man is to be on deck during the day.

**Q.** When should the watches be relieved?

(7) Armed sentries will be placed round the upper deck, to prevent any one getting into the boats, or leaving the ship without orders.

(8) Parties will be told off to pumps and buckets. Officer's wives and children, and females occupying after-part of ship, will be in saloon in charge of an officer. (10) Women and children occupying fore-part of ship will be on main-troop deck in charge of a N.-C. officer. [G. O. 25, 1875.]

**Q.** In case of any alarm or danger other than that arising from fire, what is the C. officer to do in conjunction with the master of the vessel?

**A.** To arrange for maintaining discipline, and preventing boats being used without orders. [id.]

**Q.** Are the Queen's Regulations on the subject of fires, &c., or the Regulations for **H.M. Troopships** to be followed in these ships?

**A.** The Regulations for H.M. Troopships. [id.]

**Q.** At what hour in the evening should every man (not on duty) be in his berth?

**A.** Before lights are extinguished. [Q. Reg., 17, § 84.]

**Q.** Whose duty is it to see that the men are in their berths at the proper hour on board ship?

**A.** That of the officer of the day. [id.]

**Q.** At what hour should all lights and fires be extinguished on board ship?

**A.** Lights on deck at 8 P.M. at sea, and 9 P.M. in harbour. In officers' mess room, 11 P.M., and in cabins at 11.15 P.M. Fires at 8.30 P.M., unless required by the surgeon. [id., § 86.]

**Q.** What are the orders regarding fumigation and the use of disinfectants and windsails at sea?

**A.** The ship is to be frequently fumigated, and the latrines flushed and disinfected. Windsails are to be constantly hung up, and it is the duty of the orderly officer and the sentries in the vicinity to see that they are never tied up. [id., §§ 87, 88, 89.]

**Q.** State the rules of health which should be observed at sea.

**A.** Sleeping on deck should be prevented, unless under awnings; exercise should be encouraged; bathing, within prescribed restrictions, and washing should be enjoined; the men should change linen twice a week, and clothes when wet. [id., §§ 90, 91, 92, 93.]

**Q.** How often should the men be medically examined at sea?

**A.** Daily, at morning parade. [id., § 94.]

**Q.** What are the rules as to the introduction of fruits, vegetables and liquors when a ship with troops arrives at a port?

**A.** Such fruit and vegetables only should be used as are recommended by the medical officers. Every precaution is to be taken to prevent liquor being brought on board. [id., §§ 95, 96.]

*Disembarkation.*

**Q.** When an officer arrives at any port in command of troops for disembarkation, to whom is he to report?

**A.** He will communicate with the C. officer of the station; and if such officer be superior in rank to himself, he will personally report to him the state of the troops. [Q. Reg., 17, § 97.]

**Q.** What rules are to be observed by officers belonging to troops on board ship during their stay at any port?

**A.** They are to appear in uniform, and conform to the regulations of the garrison. [id.]

**Q.** When troops arrive or touch at any port at home, what is to be telegraphed to the Q.-M. general, and by whom?

**A.** The name of the ship, from whence arrived, and description of the troops on board, is to be telegraphed by the C. officer at the port, if a garrison; and, if not, by the C. officer on board. [id.]

**Q.** When a ship with troops arrives at its destination, by whom are the arrangements for disembarkation to be made?

**A.** By a staff officer, who will be ordered to visit the ship for the purpose. [id., § 98.]

**Q.** To whom and how are disembarkation returns forwarded?

**A.** They are handed over in triplicate to the disembarking officer, for transmission, through the general officer (who retains a copy), to the Q.-M. general. [id., § 99.]

**Q.** How are complaints or suggestions by a military C. officer in one of H.M. ships to be preferred?

**A.** After communicating with the captain and furnishing him with a copy of the report, the officer will hand the original to the C. officer at the port of disembarkation for transmission to the Q.-M. general. [id., § 100.]

**Q.** How are naval stores for the use of troops in H.M. ships to be received and accounted for?

**A.** In the same manner as barrack stores. [id., § 102.]

**Q.** How are damages chargeable in H.M. troopships recovered?

**A.** They are charged on disembarkation, and the C. officer at once hands the amount to the ship's paymaster. Each corps or detachment is responsible for articles paid to it. Should the articles not be marked for any particular corps, &c., a *pro rata* charge may be levied against the whole of the troops on board, unless the loss or damage can be fixed upon any particular corps or detachment. If necessary, a muster of all naval stores in charge of the troops may be held before any of the troops disembark. [G. O. 58, 1875]

A. As if they formed part of the battalions. [*Q. Reg.*, 18, § 1.]

Q. Do the duties of the **regimental staff** extend to attached depots?

A. Yes. [*id.*, § 2.]

Q. By whom are the attestations of the entire regiment to which a depot belongs to be kept?

A. By the paymaster of the battalion to which the depot is attached. [*id.*]

Q. What are the special duties of the **captain commanding** a depot, and how is he assisted?

A. To keep the depot books and records, prepare the returns, and conduct the correspondence under the supervision and responsibility of the lieut.-colonel commanding. He is assisted by a depot orderly room clerk, and will receive a copy of the general orders for each month. [*id.*, § 3.]

Q. Is an attached depot entitled to a separate **orderly room**?

A. One room only is allotted to one or more depots. [*id.*, § 4.]

Q. How is all **correspondence** relating to a depot addressed?

A. To the C. officer of the regiment it is attached to (marked depot—regiment in upper lefthand corner), who will countersign and make his observations upon communications from the depot. [*id.*, § 5.]

Q. How do the depot officers **rank** with those of the regiment they are attached to?

A. According to the dates on which they were promoted in or transferred to their respective regiments; but in no case may a depot officer assume command of the regiment. [*id.*, § 6.]

Q. What is done as to **mess and band** subscriptions at depots?

A. The mess contributions and allowance will be drawn by the regiment to which the depot is attached. Band subscriptions are given to the regiment to which the officers belong, but £5 annually is to be granted by the latter to its depot for copying music, repairing bugles, &c. [*id.*, §§ 7, 8.]

Q. Are **officers on the staff**, or at the staff college, to be on the strength of the service companies or depots?

A. Service companies. [*id.*, § 9.]

Q. What **period of service** at depots is authorized for officers?

A. Every officer on completing 2 years is to be considered under orders to join the regiment with the next draft, unless his presence is required earlier. [*id.*, § 10.]

Q. What officers only should be selected to do duty with depots?

A. Such as are fitted to train and set a good example to young officers and soldiers. [*id.*, § 11.]



**Q.** How is the **interchange of officers** between depot and service companies carried out?

**A.** C. officers of regiments report to the A.-general the names of the officers they recommend for depot service, and special reports are also to be made of officers who have completed their depot service or become supernumerary at the depot. When both captains at the depot are married, the fact is to be reported.

[*id.*, §§ 11, 12.

**Q.** When officers are ordered home to join the depot, when must they join?

**A.** On landing. [*id.*, § 11.

**Q.** What are the rules as to selection of **N.-C. officers** for depot service?

**A.** Efficient well qualified men are to be selected. [*id.*, § 13.

**Q.** What rules are laid down as to the promotion of N.-C. officers at depots?

**A.** C. officers of brigade depots and regiments to which depots are attached may appoint lance serjeants, lance corporals, trumpeters, buglers, or drummers for duty at the depot; but will make no promotion to rank of corporal or any higher grade, without the concurrence of the C. officer of the regiment to which the men belong, except when the corps is abroad, in which case promotion to the rank of corporal may be made without reference.

[*G. O.*, 52, 1874.

**Q.** What **returns, &c.**, are to be transmitted monthly between depots and service companies.

**A.** A *monthly return of depot*, with nominal lists, and other necessary reports, for the service companies; a *monthly state of the service companies*, with nominal lists of men sent home, casualties, and any necessary instructions for the depot. [*Q. Reg.*, 18, §§ 15, 16.

**Q.** What **private soldiers** only are to belong to the depot?

**A.** Recruits under training (except those enlisted at the regiment), men fit only for home duty or proposed for invaliding, or unavailable for embarkation. Men of bad character, or under punishment, should not be sent to the depot. [*id.*, § 17.

**Q.** Are soldiers who are useful at the depot to be excused proceeding in their turn to the service companies.

**A.** No. [*id.*

**Q.** Of what men only should the service companies be composed?

**A.** Thoroughly drilled soldiers well instructed in the use of their arms. [*id.*, § 18.

**Q.** In what order are soldiers at depots to be selected to join the service companies?

**A.** According to date of enlistment, if medically fit and otherwise eligible.

**Q.** What **boys** only may be received into the service?

**A.** Such as give promise of becoming effective soldiers. They must, except under special circumstances, be over 14 years of age. [id., § 15.]

**Q.** Whose consent and what special authority must be obtained for the enlistment of boys?

**A.** The consent of the parent or guardian, and (at home) the authority of the A.-general. Abroad, general officers may sanction the enlistment of soldiers' sons, if eligible. [id.]

**Q.** When boys partly trained as musicians, or instructed as tailors, are required by a regiment, what course should be pursued?

**A.** Application should be made to the A.-general in order that steps may be taken to procure them through the assistance of the inspectors of schools. [id.]

**Q.** What is the rule as to the probation of boys passed for the service?

**A.** Except in the case of those from the Royal Asylum, &c., boys are on probation for 6 months, during which period, if reported to the A.-general as unfit, they will be discharged. [id., § 16.]

**Q.** In order that recruits may always be sent by the most direct routes to their corps, to whom are **changes of station** to be notified?

**A.** C. officers of sub-districts. [id., § 17.]

**Q.** State some of the rules as to the enlistment of **militia men**.

**A.** Recruiting parties are forbidden to induce them to enlist without their C. officer's consent, as shown in the usual certificate. The enlistment of militia men is to be duly notified to the adjutant of militia. [id., § 18.]

**Q.** What inquiry is to be made of each **recruit on arrival** at his regiment or depot?

**A.** Whether he has been duly settled with, in order that particulars of any claim may be forwarded to the A.-general. [id., § 19.]

**Q.** What is to be forwarded immediately to the officer from whom a recruit's attestation has been received?

**A.** A receipt for the same. [id.]

**Q.** What course is followed when recruits are **rejected** for any cause showing culpable inattention on the part of the recruiting officer?

**A.** They are discharged with a protecting certificate, and sent to the place of enlistment, the officer inserting on the attestation "all expenses disallowed"—the expenses fall on the recruiting officer. [id., § 20.]

**Q.** When a recruit does not exactly fulfil the required conditions although eligible in other respects, what course may the approving officer follow instead of rejecting him?

A. He may apply to the A.-general for his retention.

[Q. Reg., 19, § 20.]

Q. What recruiting **register** is kept by C. officers?

A. One showing the age, standard, and chest measurement of every recruit; and the particulars of each case in which men not strictly eligible have been retained under authority. [id., § 21.]

### *Re-Engagement and Re-Enlistment.*

Q. Is it necessary that soldiers desirous to **re-engage while serving** should fulfil all the requirements as to physical fitness in force for recruits?

A. No; they are not to be rejected for minor defects which do not interfere with efficiency. [Q. Reg., 19, § 22.]

Q. In what circulars are the existing regulations as to men **re-entering the service** to be found?

A. A. C., 1870, cl. 132; 1871, cl. 37; 1875, cl. 46. [id., § 23.]

Q. When men desire to **re-enlist**, what are they to produce?

A. The parchment certificate of their discharge. [id.]

Q. Is a good character in the parchment certificate a necessary qualification for readmission to the service?

A. Yes. [id.]

Q. Name some cases of men discharged during their first period which require authority before the men can be re-enlisted.

A. Men discharged on "reduction of establishment" or "in consequence of medical disability." [id.]

Q. If the height of a soldier wishing to re-enlist is below the standard, is he to be rejected on that account?

A. No. [id., § 24.]

Q. To what documents should the parchment certificates of men re-enlisting be attached?

A. To the attestations or declarations. [id., § 25.]

Q. Are **re-engagement schedules** to be prepared in duplicate?

A. No; but a certified copy of the declaration is to be made for the paymaster. [id., § 26.]

Q. To whom are applications for authority to reckon former service on re-enlistment or re-engagement to be forwarded?

A. The A.-general. [id., § 27.]

## **DISCHARGE OF SOLDIERS.**

### *General Instructions.*

Q. Whose **authority** is requisite for the discharge of soldiers?

A. That of the C.-in-Chief, signified through the A.-genera'

the general commanding in Ireland, through the D.-A. general; or of the general officer to whom such power is delegated.

[*Q. Reg.*, 20, § 1.

*Q.* Can soldiers demand discharge as a right?

*A.* Not whilst their engagements last.

[*id.*

*Q.* In what cases on home service are discharge documents to be prepared at once and forwarded for confirmation without previous authority?

*A.* (a) Discharge on termination of engagement; (b) of men serving with militia or volunteers who have completed their 2nd term, or who, having enlisted prior to the Limited Service Act, have completed a service qualifying for pension; (c) of men sentenced to discharge with ignominy.

[*id.*, § 2.

*Q.* What classes of discharge is the commander of the forces in Ireland to carry out without reference?

*A.* All, except discharges for incorrigible conduct, on conviction by civil power, and on being sentenced to penal servitude, which must be referred to the C.-in-Chief.

[*id.*, § 3.

*Q.* What classes of discharge may be carried out by the general officers commanding home districts without previous reference?

*A.* (a) Discharge on expiration of 1st term; (b) discharge with ignominy.

[*id.*, § 4.

*Q.* What discharges may be carried out by the generals commanding at foreign stations without previous reference?

*A.* (a) By purchase or free; (b) summary dismissals—viz, for incorrigible conduct; on conviction by civil power of felony or disgraceful offences; on being sentenced to penal servitude.

[*id.*, § 5.

*Q.* What is the rule as to the discharge of **foreigners** enlisted abroad when their regiment returns home?

*A.* They are to be transferred or discharged abroad.

[*id.*, § 6.

*Q.* When a general officer authorizes the discharge of a soldier belonging to a corps not under his command, what **notification** is he to send to the regiment or depot concerned?

*A.* The cause and date of such discharge.

[*id.*, § 7.

*Q.* What is the composition and object of a regimental **discharge board**?

*A.* Before a soldier is permitted to leave his corps on discharge, a board, composed of the second in command and two next senior officers, is to assemble to verify and record his services, cause of discharge, character, medals, wounds and badges, accounts and claims, description, intended place of residence, and any certificate of education he may possess.

[*id.*, § 8.

*Q.* In what case, and with what object, should the "**attestation**" man about to be discharged be obtained from the brigade?

?

*A.* In the case of men enlisted since the introduction of the combined form of attestation, the proceedings of the board are to be recorded thereon. [G. O. 28, 1875.]

*Q.* What is to be explained by the discharge board to all *time-expired* soldiers (1st period)?

*A.* The enlisting regulations relative to re-enlistment and enrolment in the army reserve. [Q. Reg., 20, § 8.]

*Q.* What is to be appended to the "*character*" on the form of proceedings of discharge boards?

*A.* A certificate that "His conduct has been \_\_\_\_\_, and he is (or is not) in possession of \_\_\_\_\_ G.-C. badges." In the case of a serjeant, that "His conduct has been \_\_\_\_\_, and he was (or was not), when promoted, in possession of \_\_\_\_\_ G.-C. badges, and would, had he not been promoted, have been now in possession of \_\_\_\_\_ G.-C. badges." [id., § 9.]

*Q.* In recording "*character*," what rules should a discharge board follow?

*A.* The character is to be in the words prescribed by the Queen's Regulations, and where it is "*indifferent*" or "*bad*," the reasons are to be given, with any qualifying particulars that may be justly mentioned. [id.]

*Q.* What additional information regarding *G.-C. pay* is to be stated in the proceedings?

*A.* The day (if within 2 months) on which the soldier (if already in possession of one or more G.-C. badges) may become entitled to an additional badge. When a man has never been tried by C.-martial, or been entered in the regimental defaulter book, either or both of these facts are to be stated. [id., § 11.]

*Q.* What entries regarding G.-C. badges, &c., should be made in the detailed statement of services by discharge boards?

*A.* Dates of grant, forfeiture, and restoration of G.-C. pay are to be recorded in red ink; and, in the case of serjeants, the various dates on which they would have become entitled to G.-C. badges, if not promoted. [id.]

*Q.* In the discharge of an *absent soldier* how are the proceedings of the board to be filled up?

*A.* They are to be filled up as far as they can be made applicable; but if possible to obtain it, the man's signature to the declaration is not to be dispensed with. [id., § 12.]

*Q.* What is the rule as to the soldier's "*attestation*" being closed and forwarded with his discharge documents?

*A.* If on home service, it is to be closed to the date of the assembly of the board, and forwarded. When the documents are prepared abroad, the C. officer is to direct the attestation properly completed, to be forwarded from the depot to Netley for men

proceeding there; in other cases to the A.-general when called for. [Q. Reg., 20, § 13.]

Q. How should the documents of **soldiers arriving from abroad** for discharge be completed before they are transmitted for confirmation?

A. The services will be continued on the proceedings and attestation, with the heading "record continued at depot." When material alterations are necessary, fresh documents must be prepared and signed by the C. officer of the discharge depot.

[id., § 14.]

Q. When the cases of soldiers about to be discharged are submitted to the Chelsea commissioners, what **records of misconduct** should accompany the documents?

A. The regimental defaulter sheets, and copies of the charge, finding, and sentence of all C.-martial or civil courts by which the men may have been convicted.

[id., § 15.]

Q. By whom, when, and how are **parchment certificates** of discharge confirmed?

A. By an officer of the A.-general's department, or other prescribed authority before they are delivered to the men. When general officers are authorized on that behalf, they will sign the certificates, and cause them to be marked with the district stamp.

[id., § 16.]

Q. What is recorded in a certificate of discharge by the C. officer?

A. (1) The character given by the board; (2) number of G.-C. badges in possession (or, in the case of serjeants, which would have been in possession had they not been promoted); (3) class of education certificate (if any). Accurate description of the man should be given on the back.

[id.]

Q. Should the non-possession of G.-C. badges or education certificates be stated in certificates of discharge?

A. No.

[id.]

Q. By whom are the prescribed particulars recorded in certificates of discharge?

A. By the C. officer, except in the case of "service allowed" which should be left blank with a view to its insertion by the confirming officer.

[id.]

Q. With what should the entries in the certificate of discharge correspond?

A. With those in the proceedings of the board.

[id.]

Q. In what cases should the lower part of the parchment certificate be cut off?

A. Where "ignominy," "incorrigible conduct," "sentenced to

penal servitude," or conviction by the civil power of "felony or disgraceful offences," cause the discharge. [*Q. Reg.*, 20, § 17.]

*Q.* May parchment certificates be issued in duplicate?

*A.* No; but a certified copy of a man's record of service may be supplied to staff officers of pensioners if asked for. [*id.*, § 18.]

*Q.* What is meant by a **protecting certificate**, and by whom is it issued?

*A.* A certificate of release from service, occasionally issued by the A.-general, when it is deemed advisable to get rid of deserters or absconded recruits without trial or punishment. [*id.*, § 19.]

*Q.* Name the different headings under which **correspondence** relative to discharge is classified.

*A.* (*a*) On termination of engagement; (*b*) by invaliding for disability; (*c*) by purchase or free; (*d*) with ignominy; (*e*) for incorrigible, &c., conduct; (*f*) on conviction by civil power of felony, &c. (*g*) on sentence of penal servitude; (*h*) on completing service for pension whilst serving with militia, &c. [*id.*, § 20.]

### *Discharge on Termination of Engagement.*

*Q.* By whom are discharges on termination of the **1st period** (whether with the colours or 1st cl. reserve) to be carried out on home service—and how?

*A.* By generals commanding, who will confirm the certificates, and cause them to be delivered to the men, if possible, on the day of completing the engagement. They will then complete the discharge documents, and transmit them to the A.-general, reporting the date of discharge. Doubtful cases must be referred to the A.-general. [*Q. Reg.*, 20, § 22.]

*Q.* How is discharge on completion of **2nd period** carried out?

*A.* The documents are to be forwarded to head-quarters in time to be confirmed for the last day of the engagement. Generals commanding abroad are to proceed with the discharge as in cases of free discharge, according as the men desire, to return home or remain in the colony. [*id.*, § 23.]

*Q.* In preparing **discharge documents** on termination of engagements, what must be attended to?

*A.* To distinguish them from discharges free or by purchase by inserting the cause. Where the soldier discharged is prevented from re-engaging by disability, the fact is to be entered both in the proceedings and in the certificate; but in cases of rejection on account of conduct, the rejection should appear in the proceedings only, the certificate stating "his 1st period of limited service having expired." [*id.*, §

*Discharge by Invaliding.*

**Q.** When men are considered by the commanding and medical officers as unfit for service, what **application** is made.

**A.** Application to the general for their removal to district head-quarters, to be disposed of after having been under observation. They are subsequently examined by a medical board.

[*Q. Reg.*, 20, § 26.]

**Q.** Before applying for the removal of invalids from out-stations to district head-quarters, whose concurrence should be obtained? What steps are to be taken with that view?

**A.** That of the district principal medical officer. A detailed medical history and the medical history sheets are to be forwarded for his perusal.

[*id.*, § 27.]

**Q.** What follows **after the medical board** on invalids has reported?

**A.** In ordinary cases, if the board has reported the men unfit for service, the general officer transmits to the A.-general (or in Ireland to the D. A.-general) a return of men proposed for discharge, sending back, at his discretion, to their corps those fit for further service. He will order the assembly of the board to record the services of the men finally passed as unfit, and on receipt of authority, the discharge documents, &c., are completed and forwarded to the A.-general (or in Ireland the D. A.-general) for the Chelsea Board.

[*id.*, §§ 28, 29.]

**Q.** How may the general officer deal with **doubtful cases**?

**A.** He may send the men to Netley or Dublin for further treatment.

[*id.*, § 30.]

**Q.** When invalids on the married roll are removed to district head-quarters or a general hospital, how are their wives and **families** to be disposed of?

**A.** They are to remain with the corps.

[*id.*, § 31.]

**Q.** Where permanent **injuries from accident** have occurred, what should accompany discharge documents of invalids?

**A.** The proceedings of a court of inquiry held to investigate the circumstances.

[*id.*, § 33.]

**Q.** What documents are to be sent monthly by the commandant at Netley to officers commanding depots?

**A.** Lists of men at the hospital, with a statement of casualties.

[*id.*, § 37.]

**Q.** When invalids arriving from abroad at Netley are found to be fit for further service, how are they to be disposed of?

**A.** They are to be sent to their depots forthwith.

[*id.*, § 38.]

**Q.** What **class of cases** only may be brought forward for discharge by invaliding?



*A.* Those of soldiers *bond fide* disqualified by disability, without regard to length of service. [Q. Reg., 20, § 40.]

*Q.* May **soldiers in hospital**, and unfit to be removed therefrom, be brought forward for discharge?

*A.* No. [id., § 41.]

*Q.* If soldiers ordered to be discharged are unable to proceed to their homes, what is to be done?

*A.* The general officer will report to head-quarters, in order that the documents may be retained by the A.-general (or D. A.-G. in Ireland) until the men are able to travel, when the additional service will be inserted. [id., § 42.]

*Q.* What **memorandum** is to be issued by C. officers to all soldiers discharged with a claim to pension?

*A.* A memorandum on W. O. form. [id., § 43.]

*Q.* How are helpless or **lunatic** soldiers escorted to their homes?

*A.* By guides, for whom routes are to be obtained. [id., § 44.]

### *Discharge by Purchase or Free.*

*Q.* Name some rules for the selection of applicants, and for the transmission of **applications** for the discharge of soldiers at their own request.

*A.* Soldiers are to have preference according to character; applications are to be recorded in order of date, character and claims being stated; in the case of purchase and free discharges, thirty days, to afford time for consideration, must elapse before an application is forwarded; the application must be on W. O. form, and should detail the exact conditions on which the discharge is proposed, and state if the applicant is under stoppage as a punishment. [Q. Reg., 20, §§ 46, 47, 48.]

*Q.* When may the money for a **discharge by purchase** be received?

*A.* Not until preliminary authority for the discharge has been received. [id., § 49.]

*Q.* In discharges by purchase, when are the *documents* to be prepared and forwarded for confirmation? Name some special rules regarding them.

*A.* They are to be prepared and forwarded when the money has been received. A report of such payment, its amount, and by whom received is to be made in the proceedings of the board, and in the covering letter. The man is to sign the declaration on the proceedings. [id., § 50.]

*Q.* Do *soldiers abroad* who obtain discharge by purchase receive any allowance for their passage or return to their homes?

*A.* No. [id., § 51.]

**Q.** What amount is to be lodged, in addition to the regulated compensation, by soldiers who apply to be discharged by purchase abroad, unless permission is granted to remain abroad?

**A.** The sum required for passage home. [*Q. Reg.*, 20, § 51.]

**Q.** When a soldier abroad is discharged by purchase either to remain in the colony or to return home, how is the discharge carried out?

**A.** The parchment certificate only is confirmed by the authorized officer on the spot, the proceedings of the board being forwarded to the A.-general in a letter reporting the date of final discharge. [*id.*]

**Q.** Name some of the rules which must be followed in the case of **free discharge** as an indulgence abroad?

**A.** The soldiers and their documents are to be sent home to the discharge depot as opportunities offer. Where permission to remain in the colony is granted, the discharge is carried out by the general officer, unless the soldier's service entitles him to pension, in which case the documents must be confirmed by the Chelsea board. Any right to gratuity as a settler is to be included in the specified conditions of discharge. [*id.*, § 52.]

### *Discharge with Ignominy.*

**Q.** How is discharge with ignominy carried out on **home service**?

**A.** The discharge documents are forwarded to the general commanding, who will confirm the certificate, and cause it to be sent to the governor of the prison in which the man is confined, and will transmit the proceedings of the board in a covering letter to the A.-general for confirmation, reporting date of discharge, and final disposal. [*Q. Reg.*, 20, § 53.]

**Q.** When soldiers at home are to be discharged with ignominy and are entitled to *passages* to enable them to return to places of enlistment abroad, to whom and when should the circumstances be reported?

**A.** To the A.-general in time to admit of passages being provided on the termination of their imprisonment. [*id.*, § 54.]

**Q.** When soldiers on **foreign service** are recommended to be discharged with ignominy, are they to be discharged abroad?

**A.** Only in the case of soldiers enlisted at the foreign station at which they may be imprisoned. In other cases they are to be sent home as prisoners (not in confinement during passage). [*id.*, § 55.]

**Q.** How is the discharge carried out in England of soldiers sentenced abroad to discharge with ignominy?

**A.** If the sentence of imprisonment has expired, the general

officer at the port of disembarkation confirms their parchment certificates as soon as the men are settled with, and forwards the proceedings of the board to the A.-general for confirmation. If imprisonment has to be undergone, the discharge is carried out as in similar cases on home service. [Q. Reg., 20, § 55.]

### *Summary Dismissal as Bad Characters.*

Q. In applications for discharge for incorrigible conduct, on conviction by civil power, or on sentence to penal servitude, what course is to be followed on **home service**?

A. Application is to be made to the A.-general through the general commanding, who, in submitting the case, will state his opinion. A medical certificate showing whether the man bears marks which would prevent re-enlistment, and the C. officer's report of the number of entries in defaulter book, principal offences, number of trials, &c., with a copy of civil convictions, should accompany the application. The C. officer should state whether the offence was, in his opinion, committed with a view to release from the army. [Q. Reg., 20, § 56.]

Q. By whom are applications for the summary dismissal of bad characters to be decided on at **foreign stations**?

A. General officers commanding. [id., § 58.]

### *Miscellaneous Discharges.*

Q. When are the discharge documents of men who have completed service for pension while serving with militia, &c., to be prepared?

A. Immediately on completion of such service. [Q. Reg., 20, § 59.]

Q. When soldiers belonging to section C. 1st class **army reserve** become non-effective, to whom are their discharge documents to be returned?

A. To the men's regiments, or if they are abroad to their brigade depots. [id.]

## MEDALS.

### *Applications for Medals.*

Q. To whom, and how, are recommendations for the "**medal with annuity**," "**Victoria Cross**," and "**distinguished conduct medal**" to be made?

A. To the military secretary, accompanied by descriptive return and records of service. [Q. Reg. 21, §

Q. To whom, when, and in what manner should recommendat

for medals with or without gratuity, for long service, and good conduct, be made?

A. To the A.-general, immediately after the completion of the service required by the warrant, in separate letters, containing in margin a statement of the grants recommended, awards previously made, and the medals or the amount for gratuities unappropriated for the year. Also a copy of the men's regimental defaulters sheets and of the charge, finding, and sentence of any C.-martial.

[Q. Reg., 21, §§ 2, 3.]

Q. What soldiers are *eligible* for the medal, with or without gratuity, for long service and good conduct?

A. Such as have served 18 years, with an irreproachable character, and are in possession of 4 G.-C. badges. Twelve entries in the regimental defaulter book, or a conviction by C.-martial within the last 18 years, disqualify, except in the case of a N.-C. officer convicted of a crime for which he would not necessarily have been tried had he been a private soldier.

[*id.*, § 4.]

Q. Does the fulfilment of the required conditions *give any claim* to the medal or gratuity?

A. No.

[*id.*

Q. Whose duty is it to *point out* to the C. officer men who fulfil the conditions required for the medal and gratuity?

A. Officers commanding companies.

[*id.*

Q. Under what circumstances may soldiers who have rendered themselves *ineligible by any offence* be recommended for the medal, with or without gratuity?

A. When they have subsequently distinguished themselves by gallantry and zeal in the service.

[*id.*

Q. In applications for medals, with or without gratuity, for *soldiers abroad*, what information should be given before the medal can be forwarded to the service companies?

A. Whether the soldier is likely to be sent to England. [*id.*, § 5.]

Q. May a soldier serving at a *depot* be recommended for the medal and gratuity?

A. With leave of the C. officer of the regiment.

[*id.*, § 6.]

Q. Who is responsible that a proper *account of the appropriation* of gratuities is kept, so that no available gratuity may be lost to the regiment?

A. The C. officer.

[*id.*

Q. May a medal with annuity for meritorious conduct be ~~held~~ **concurrently** with the G.-C. medal and gratuity, or with the medal for "distinguished conduct in the field"?

A. The medal with annuity and the medal with gratuity cannot held together, but either of them may be held with the medal "distinguished conduct in the field."

[*id.*, § 7.]

**Q.** May serjeants who have been or are about to be recommended for a medal with annuity be also recommended for a medal and gratuity?

**A.** Yes; the latter may be held until the medal with annuity is awarded. [Q. Reg., 21, § 7.]

**Q.** How should the grant of a G.-C. or distinguished service medal be published?

**A.** In regimental orders, and by its delivery to the soldier on a full dress parade of the regiment, or, in the option of the general commanding, on a general parade of the brigade or garrison.

[id., § 8.]

**Q.** State some of the rules regarding medals granted to soldiers, by any society for saving life.

**A.** The medal and a statement of the case should be sent to the A.-general. When authority is issued, the medal may be worn on the right breast. [id., § 9.]

**Q.** How are forfeited medals, or medals which may be recovered after a soldier has been convicted of making away with them, to be disposed of?

**A.** They are to be sent to the A.-general. [id., § 11.]

**Q.** When a soldier's forfeited service is restored, must the restoration of medals forfeited with such service be separately applied for?

**A.** Yes. [id., § 12.]

**Q.** How should the safety of medals forwarded by post be provided for?

**A.** By registering the letter. [id., § 11.]

### *Lost Medals.*

**Q.** What periodical inspection is made of medals?

**A.** They are inspected at the weekly kit inspection, and identified as the property of the soldiers showing them.

[Q. Reg., 21, § 13.]

**Q.** When a medal is not forthcoming, what is done?

**A.** A board investigates and records the cause. [id.]

**Q.** How is a board of inquiry on a lost medal composed?

**A.** 1 captain, 2 subalterns. [id.]

**Q.** If a board of inquiry is of opinion that a soldier has designedly made away with his medal, what is to be done?

**A.** The man is to be tried by C.-martial. [id.]

**Q.** How soon and on what terms may a soldier convicted of making away with a medal be recommended for a new one?

**A.** After five years' absence from the regimental defaulter book, and on paying the value thereof. [id.]

**Q.** On what terms may a board recommend a medal lost through **carelessness or neglect** to be replaced?

**A.** At the soldier's expense, after two years' (dating from the assembly of the board) absence from the regimental defaulter book. [Q. Reg., 21, § 14.]

**Q.** By what rules should a board be guided in recommending the replacement of a medal lost through **accident**?

**A.** It may recommend that the medal be replaced at once, either at the expense of the man or of the public. In the latter case, the loss must be proved to have occurred on duty, by an accident beyond the control of the loser. [id., § 15.]

**Q.** State some rules as to **evidence** by which boards of inquiry on lost medals are to be guided.

**A.** They are to take evidence as to character. When the loser's assertion is unsupported by other evidence, the loss is to be held to have occurred through neglect, except under very special circumstances, which must be recorded in the finding. [id., § 16.]

**Q.** When a board recommends the **replacement** at once of a medal, what course should be followed?

**A.** The proceedings are to be transmitted with the prescribed return. The proceedings should be on a separate sheet in each case, unless the circumstances are exactly the same. When clasps belonging to lost medals are forthcoming, they should be forwarded to the A.-general. [id., § 17.]

**Q.** When the board recommends a medal to be replaced after a prescribed period, when should its proceedings be transmitted?

**A.** Not until the period has elapsed. [id., § 18.]

**Q.** Can **foreign medals**, or decorations worn with Her Majesty's permission by British subjects, be replaced if lost?

**A.** No. [id., § 20.]

## **CORRESPONDENCE AND RETURNS.**

### *Correspondence.*

**Q.** To whom are all **despatches in the field** to be addressed?

**A.** To the Secretary of State for War. [Q. Reg., 22, § 1.]

**Q.** What correspondence should be addressed to the **A.-general**?

**A.** Correspondence intended for submission to the C.-in-Chief on matters connected with *personnel*, duties, discipline, and general efficiency; but excluding such of these as are specially confided to other staff officers. [id., § 2.]

**Q.** What correspondence is addressed to the **Q.-M. general**?

**A.** All on strategical and topographical subjects; movement

and quartering of troops; regimental canteens and recreation rooms; married soldiers; army signalling and cooking. [*Q. Reg.*, 22, § 3.]

**Q.** On what subjects should correspondence be addressed to the **Military Secretary**?

**A.** Direct commissions; admission to R. M. Academy, Woolwich; appointment, promotion, exchange, and retirement of officers; reports on officers' qualifications; nominations to staff; military orders and decorations; medals with annuity and for distinguished conduct in the field; honours and rewards for distinguished service. [*id.*, § 4.]

**Q.** On what subjects should the **Director General of Military Education** be addressed?

**A.** Instruction by garrison instructors; special examinations of officers; examination of candidates for the army; military colleges and army schools; and garrison libraries. [*id.*, § 5.]

**Q.** What correspondence should be addressed to the **Director of Artillery** and stores?

**A.** Questions, which cannot be settled locally, relating to munitions of war and other military stores. [*id.*, § 6.]

**Q.** What correspondence should be addressed to the **Director of Supplies and Transport**?

**A.** Questions, which cannot be settled locally, relating to food, forage, fuel, and light; transport; custody of buildings in which troops are quartered; appropriation of quarters. [*id.*, § 7.]

**Q.** What correspondence should be addressed to the **Director of Clothing**?

**A.** Questions, which cannot be settled locally, relating to clothing and necessaries. [*id.*, § 8.]

**Q.** What correspondence should be addressed to the **Inspector General of Fortifications**?

**A.** Such as relates to the construction, repair, or alteration of barracks, fortifications, or control buildings, and the care or use of military lands. [*id.*, § 9.]

**Q.** On what subjects should the **Financial Secretary** be addressed?

**A.** Questions, which cannot be settled locally, relating to pay of officers and men, and military cash expenditure generally. [*id.*, § 10.]

**Q.** State how **official letters** are to be headed and written?

**A.** Each is to be headed with the name, rank, and corps of the writer and of the person to whom it is addressed. It is to refer to one subject only, and to contain full information thereon, and it should be on foolscap paper, with a margin. Paragraphs to be numbered and enclosures described in margin, or separate schedule. When the letter extends beyond one page, or is accompanied

enclosures, it should be on a full sheet. Enclosures to have blank fly leaves removed, and only to be sent if necessary. Letters which are not on the public service are not to be enclosed in official covers. In referring to letters from head-quarters, their number, date, and purport are to be quoted. The rank and corps of officers are to be added after their signatures. [Q. Reg., 22, § 11.]

Q. To whom should requisitions connected with supplies, equipment, and stores, and **local correspondence** connected with provisions, forage, fuel, and light, or appropriation of barracks be addressed?

A. The controller or commissary (as the case may require) of the district or station. [id., § 12.]

Q. What are the obligations of superior officers and other **intermediate authorities** with reference to documents submitted by them?

A. They are responsible for the correctness of what is set forth. It is their duty to endeavour to adjust all matters that come within the scope of their authority; and in transmitting applications or correspondence they are to state their concurrence, or otherwise, adding such information as may enable the authorities to decide finally. [id., § 13.]

Q. To whom must all applications from regimental **officers** be in the first instance submitted?

A. To their C. officers. [id., § 14.]

Q. In what manner should all applications from **N.-C. officers and soldiers** be made?

A. Personally, through their captain, to the C. officer. [id.]

Q. Must letters for head-quarters from **C. officers** be forwarded through the general commanding?

A. Yes; except upon recruiting subjects, or in cases specially sanctioned, or in those of pressing necessity. [id., § 15.]

Q. When an officer forwards documents, otherwise than through the prescribed channel, what must he do at the same time?

A. Explain his reasons, and forward copies to the authority through whom the papers should have passed. [id.]

Q. Name some of the rules as to direct correspondence between **one general officer and another**, between C. officers, and between heads of departments.

A. The letters are to be signed by the superior officers themselves. When an officer employs his staff to conduct correspondence with another officer of similar rank or position, the staff of that officer is to be addressed. [id., § 16.]

Q. When officers in command are absent, by whom are **official letters to be opened** and the orders in them carried out?

A. By the officers next in command. [id., § 17.]



**Q.** What official letters are to be forwarded through headquarters for reposting?

**A.** Those from regiments abroad, and depots at home, or from one corps to another. The contents of each packet must be detailed in a letter or schedule. [Q. Reg., 22, § 20.]

**Q.** In what light is the **unauthorized publication** of official records or information regarded?

**A.** As a breach of official trust. [id., § 21.]

### *Returns.*

**Q.** What are **commanding officers** to certify as to the monthly and annual returns?

**A.** That they have been examined and found correct. [Q. Reg., 22, § 26.]

**Q.** Is it necessary that officers on leave, and N.-C. officers and soldiers on furlough, whose periods of absence expire on the last day of a month, should be present at **muster**?

**A.** Yes. [id., § 28.]

**Q.** How are **detachments sent abroad** accounted for in the depot returns?

**A.** As "under orders to join service companies" till they actually embark, when they are to be struck off the strength as "sent to service companies." [id., § 29.]

**Q.** How are **men sent home**, or left at home by service companies, accounted for in the returns?

**A.** They are struck off the strength of the service companies from the date to which subsistence for them may have been issued, and are taken on the strength of the depot. [id., § 30.]

**Q.** How are **deserters** to be accounted for in the returns?

**A.** As "absent without leave," (although reported as deserters) until the desertion shall have been sworn to before a court of inquiry at the expiration of 21 days, after which they are to be struck off. [id., § 31.]

**Q.** In what cases must **special reports** regarding casualties accompany the monthly return, and what should they contain?

**A.** In case of any extraordinary number of deaths or desertions, the causes are to be stated as well as the measures adopted in consequence. [id., § 32.]

**Q.** By whom, and to whom, are **death reports** in the case of regimental officers and soldiers to be made, in addition to the usual entries in the returns?

**A.** By the C. officer, to the military secretary, in the case of officers; to the next of kin (as shown in the pocket ledgers) in the case of soldiers. [id., § 36]

**BOOKS.***General Instructions.*

**Q.** What **examination** by superior officers is to be made of the books kept in every corps?

**A.** All entries are to be examined by the C. officer, and the books are to be produced at inspections, and whenever called for by the general or other officer commanding. [*Q. Reg.*, 23, § 1.]

**Q.** Name the prescribed **regimental** books.

**A.** 1. General order book; 2. Regimental order book; 3. Record of officers' services; 4. Portfolio of attestations; 5. Register of soldiers' services; 6. Casualty book; 7. Letter book; 8. Return book; 9. Register of furloughs; 10. Description of deserters; 11. Defaulter book; 12. Officers' C.-martial book; 13. C.-martial book; 14. Digest of services of regiment; 15. Register of marriages and baptisms; 16. Savings bank ledger; 17. Daily register of cooking. [*id.*]

**Q.** Name the prescribed **company** books.

**A.** 1. Order book; 2. Ledger; 3. Pay and mess sheet and company messing book; 4. Balance and cash account sheet; 5. Defaulter book; 6. Savings bank ledger. [*id.*]

**Q.** Name the **quarter-master's** books.

**A.** 1. Account of clothing; 2. Equipment ledger; 3. Account of fuel, forage, &c.; 4. Account of necessaries; 5. Letter book. [*id.*]

**Q.** Name the **paymaster's** books.

**A.** 1. General account book; 2. Ledger; 3. Bank book. [*id.*]

**Q.** When a regiment is ordered on active **field service**, are the regimental books to be embarked with it?

**A.** Only such as may be required on service; the remainder are to be left at the depot, where the C. officer is responsible that they are regularly kept. [*id.*, § 2.]

**Q.** State shortly the course to be adopted with regard to **useless books** and documents in military offices of districts, &c.

**A.** A list is to be prepared every 5 years, and submitted to a board, whose report will be sent by the general officer to the War Office, with the view to obtain authority for the disposal of condemned records. [*id.*, §§ 3, 4.]

**Q.** State shortly the course to be adopted with regard to **useless regimental records**.

**A.** A committee of officers will examine them, and ascertain what such parts as should be retained have been copied into other books. A list, with the declaration of the committee, is then to be forwarded to the War Office, in order that authority to retain or destroy the records may be obtained. [*id.*, § 5.]

*Regimental Books.*

**Q.** Describe the **general order book**.

**A.** It is a guard book, in which all circulars and general orders are pasted and indexed. [Q. Reg., 23, § 6.]

**Q.** How is the **regimental order book** divided?

**A.** Into two parts,—Part 1 for temporary, Part 2 for permanent orders. [id., § 7.]

**Q.** Describe the method of entering orders in Parts 1 and 2 of the regimental order book.

**A.** All station, brigade, and regimental orders are entered as issued, in Part 1. At the beginning of each year, such of these orders as the C. officer thinks necessary to be retained are to be transcribed into Part 2; after which Part 1 may be destroyed. Part 2 is to be indexed. [id.]

**Q.** To what officers does the term “officer commanding the depot” apply when used in connection with the care of records of **soldiers’ services**?

**A.** C. officers of brigade depots, or of regiments to which depots are attached. [id., § 8.]

**Q.** In what documents are soldiers’ services recorded?

**A.** In the “attestation” and in the “register sheet.” [id.]

**Q.** How are attestations filed in the **portfolio of attestations**?

**A.** In numerical order, with index in each volume. [id., § 9.]

**Q.** In whose *custody* are the attestations on home service?

**A.** That of the regimental or brigade depot paymaster. [id.]

**Q.** What is done with the attestations on embarkation?

**A.** They are left with the C. officer of the depot for transfer to the paymaster. The paymaster embarking takes with him certified copies of the records of the men going abroad, and will continue to enter therein every variation. [id., § 10.]

**Q.** What *entries* are to be made in the attestations?

**A.** Every variation affecting service or pay—such as promotion and reduction (including lance ranks), forfeiture and deduction of service, grant and forfeiture of G.-C. pay—as it occurs, or is reported from service companies. [id., § 11; G. O. 65, 1876.]

**Q.** What is necessary before any entry of *former service* claimed by a recruit can be made in the attestation?

**A.** That the C. officer shall, on production of the recruit’s parchment certificate, communicate with the A.-general, stating the particulars, and that the service claimed shall have been admitted by the Secretary of State for War. [Q. Reg., 23, § 11.]

**Q.** In recording a soldier’s *promotion to serjeant*, what should be noted in the attestation?

A. The date on which his service would have earned G.-C. pay had he been in the rank and file. [Q. Reg., 23, § 13.]

Q. What is done with a soldier's attestation on his *transfer* or re-engagement into another corps.

A. It is forwarded to his new corps, a receipt being taken and filed in its place. The service is closed and certified to the end of the month of transfer. In transfers abroad, the paymaster's copy of the record will be similarly closed and forwarded (*id.*, § 14). The certificate is not required in transfers from one battalion of a brigade to the other. [G. O. 22, 1875.]

Q. What is done with a soldier's attestation on *discharge*?

A. It accompanies the discharge documents. [Q. Reg., 23, § 16.]

Q. When attestations are *defaced or lost*, what is to be done?

A. A certified copy, completed if necessary from the register sheet, may be substituted, a report being made, and the original forwarded, to the A.-general. Where the original is lost, the register sheet is to be sent to the A.-general with a view to its substitution for the missing document. [*id.*, § 17.]

Q. How are the register sheets filed on the **register of soldiers' services**, and in whose custody are they placed?

A. In numerical order, with an index in each volume, in charge of the C. officer at regimental headquarters. [*id.*, § 18.]

Q. What *entries* are to be made in the register sheets?

A. Every variation affecting the soldier's service or pay, as prescribed for attestations. The date when the soldier was attested, his number, name, age, parish, trade, description, &c., will be extracted from the attestation, and inscribed in the register. The period of service abroad, wounds, service in the field, and any remarkable act of bravery are also to be noted. [*id.*, § 19.]

Q. How is exact *correspondence between the entries* in the copies of the records abroad with those in the register to be ensured?

A. The entries are to be compared once in 3 months, a certificate of correctness by the C. officer and paymaster being sent with the regimental pay list; or, in India, with the muster rolls. [*id.*, § 20.]

Q. How is exact correspondence between entries in the register sheets of battalions at home and those in the attestations to be ensured?

A. The former are to be sent to sub-district paymasters to undergo a half-yearly comparison as soon as possible after 1st May and 1st November each year, and a certificate by the C. officer and paymaster of the brigade depot that all entries have been properly made in both documents will be inserted in next pay list. [G. O. 28, 1875.]

Q. What is done with the register sheet in case of *transfer*?

A. It is made up and certified to the end of the month (the

cause of transfer being stated) and forwarded to the corps receiving him, a receipt being filed in the register. [Q. *Reg.*, 23, § 21.

Q. When a soldier has been transferred, how is the continuation of his services recorded in the register of the new corps?

A. The certified register sheet received with the man is filed in the new corps, his services being continued thereon under a new number, but retaining the original entry. [*id.*, § 22.

Q. When a regiment goes *abroad*, what is done with the register sheets?

A. They are taken with it, except those of men belonging to the depot, which are left there. [*id.*, § 23.

Q. When men are sent home or become non-effective abroad, what is done with the register sheets?

A. They are sent to the depot. [*id.*

Q. What number is given to a recruit on approval?

A. The number following that of the last recruit or transfer who joined the regiment. [*id.*, § 25.

Q. May non-effective soldiers' numbers be given to others?

A. No. [*id.*

Q. Whose sanction must be obtained before the numeration of the men in corps can be changed?

A. That of the Secretary of State for War. [*id.*

Q. What are the rules as to change of soldiers' names?

A. The name in which the soldier enlists or is attested is never to be erased in the register or attestation. But when a soldier has enlisted under an assumed name, the true name may be added as an *alias* on his making a statutory declaration at his own expense before a magistrate. [*id.*, § 26.

Q. How is a re-engagement recorded in the register, &c.?

A. The record is closed up to, and inclusive of, the day preceding that of re-engagement, and is then recommenced. [*id.*, § 27.

Q. What is recorded in the **casualty book**?

A. Changes in soldiers' services from day to day. [*id.*, § 28.

Q. To whom, how often, and for what purpose are copies of the entries in the casualty book to be sent?

A. Abroad, to the C.-officer of the depot; and at home or abroad, to the regimental paymaster, monthly, in order that all entries may be made in the attestations and register sheets. [*id.*

Q. Name the rules for keeping the **letter book** and **return book**.

A. They are to contain copies of all regimental letters and returns. Only documents likely to be referred to need be preserved beyond 3 years. [*id.*, §§ 29, 30.

Q. Describe the **regimental defaulter book**.

A. It contains a sheet, or 2 pages, for every N.-C. officer

soldier, with his number and name at the head. The whole are secured in a guard book in alphabetical order.

[Q. Reg., 23, §§ 31, 36.]

Q. What *punishments*, &c. are entered in the regimental defaulter book?

A. (a) Every conviction by C.-martial, or civil court, or by a magistrate (involving imprisonment or fine in lieu thereof); (b) Reduction of N.-C. officers by order of C.-in-Chief for a crime (not for inefficiency); (c) Imprisonment by C. officer; (d) Deprivation of pay, fine for drunkenness, forfeiture of liquor, or substitute, at sea (exceeding 7 days); (e) C. B. exceeding 7 days (discretionary with C. officer) when awarded for concealing disease; (f) Punishments by visitors of prisons, C. officers in provost prisons, or directors of convict prisons in a civil jail. [id., § 31.]

Q. How are crimes of *drunkenness* to be recorded in the regimental defaulter book?

A. In black ink, each having in red ink the same number as the corresponding act in the company's defaulter book. [id., § 32.]

Q. Should the reversion of *colour serjeants* to the rank of serjeant by award of C. officer, or any deprivation of acting rank, be recorded in the defaulter book?

A. They do not of themselves require to be recorded in the regimental, but should be in the company defaulter book. [id., § 33.]

Q. What *civil convictions* should be reported to the A.-general?

A. Every conviction against a N.-C. officer should be reported with a view to his reduction, should the C.-in-Chief deem it expedient [id., § 34]. Only those for disgraceful or felonious offences should be reported in the case of soldiers. [G. O. 39, 1875.]

Q. How are *C.-martial* cases entered?

A. The nature of the charges only are entered, each being numbered. The date of the C.-martial is noted in the remarks.

[Q. Reg., 23, § 35.]

Q. How are charges of *disgraceful conduct* and *insubordination* to be entered?

A. The generic head and the specific charge are to be given thus: "Disgraceful conduct—theft;" "insubordination—striking his superior officer." [id.]

Q. What contractions are to be used in entering sentences?

A. C. B., for confinement to barracks; *imp. H. L.*, for imprisonment with hard labour; S. C., solitary confinement; P. S., penal servitude; *Dep<sup>d</sup> of days' pay*; *Fined*, s. d. [id.]

Q. How is the amount of *imprisonment* entered?

A. In hours, if awarded by the C. officer; in days, if by a C.-martial. [id.]

Q. What is the rule as to entering *dates*?

A. No date is to be mentioned in the "offence" column unless two dates are necessarily included in the crime; then the column for "date" is to show the first, and that for "offence" the second. [Q. Reg., 23, § 35.]

Q. What is the rule as to mentioning *places* in the entries?

A. No place is to be mentioned in the "offence" column unless the charge involves two; then the "place" column is to give the first, and the "offence" column the second. [id.]

Q. Where is *forfeiture of G.-C. pay* to be noted in defaulter books?

A. Under the head of remarks. [id.]

Q. Where C.-martial *sentences are remitted*, should an entry nevertheless be made in the defaulter books.

A. Yes. [id.]

Q. When C.-martial *proceedings are set aside*, should an entry nevertheless be made in the defaulter books?

A. No. [id.]

Q. State some of the rules for the disposal of defaulter and C.-martial sheets of *soldiers who are transferred or become non-effective*.

A. If the man is transferred, the sheets are to go with him (in blank, if there are no entries). If invalided, the regimental sheet is to be forwarded with his discharge documents. If discharged for any other cause, they are to be preserved for the period within which, on re-engaging, &c., he is allowed to reckon former service. Sheets of men who desert are to remain with the regiment for 1 year, after which they are to be sent to the depot; and those of deceased men are to be destroyed. [id., §§ 36, 37.]

Q. What are the rules as to *comparing the entries* in the defaulter books with the states and guard reports?

A. The states and guard reports for preceding 6 months are to be produced to the general officer at inspection, and compared with the entries. [id., § 39.]

Q. In whose custody is the *officer's C.-martial book* kept?

A. That of the C.-officer. [id., § 40.]

Q. What is the *regimental C.-martial book* to contain?

A. Copies of the charges, findings, and sentences of all C.-martial, verified by the C. officer's signature, certified copies of all civil convictions, and declarations of courts of inquiry on absence without leave, &c. [id., §§ 41, 42, 43.]

Q. What is the rule as to the preservation of the *original proceedings* of Reg. and Det. C.-martial.

A. Having been signed by the president and counter-signed by the C. officer, they are to be kept for 1 year from date of prisoner's release, or (if no imprisonment) from date of trial. [id., §

**Q.** What distinction is to be made between *civil convictions*, on which imprisonment for more than 7 days has been awarded, and those on which the period of imprisonment has been shorter?

**A.** The former may be produced in evidence as former convictions, in the same manner as those of C.-martial; the latter are to be treated simply as regimental entries affecting G.-C. pay, &c. [*Q. Reg.*, 23, § 42.]

**Q.** After the declaration of *courts of inquiry* on absence without leave, &c., have been entered in the C.-martial book, what is done with the original proceedings?

**A.** They are destroyed. [*id.*, § 43.]

**Q.** In what cases should copies of the declarations of courts of inquiry on illegal absence be sent to the depot?

**A.** When a regiment proceeds abroad, those referring to men still absent, or to men who subsequently desert from the foreign station, are to be sent. [*id.*, § 43.]

**Q.** Are all marriages of soldiers to be entered in the *register of marriages*, or only those "with leave"?

**A.** All. [*id.*, § 46.]

**Q.** In what manner are the entries in the register of marriages made?

**A.** If solemnized by an army chaplain, he and the witnesses are to sign the register. In other cases the clergyman's certificate will be registered under the adjutant's signature. [*id.*, § 47.]

**Q.** How are *baptisms* registered?

**A.** The soldiers bring an account of them to the adjutant for registration. [*id.*]

**Q.** What are C. officers in England and Wales to report to the registrar of the district?

**A.** All births, marriages, and deaths amongst the troops. [*id.*, § 51.]

### *Company Books.*

**Q.** By what officer are a company's books to be kept?

**A.** By the officer commanding it. [*Q. Reg.*, 23, § 55.]

**Q.** By whom are the entries in the company *defaulter book* to be made?

**A.** The officer commanding the company, who will affix his initials to each entry in the last column. [*id.*, § 56.]

**Q.** What are the rules as to entering *drunkenness* and equivalent acts of absence in the company defaulter-book?

**A.** Every act of drunkenness committed since enlistment is entered in black ink and numbered in red ink. Absences (considered equivalent to drunkenness) are not to be numbered, but to have D in red ink opposite each. [*id.*]



*Paymaster's Books.*

**Q.** What are the rules as to the inspection of a paymaster's books by the C. officer?

**A.** The C. officer may inspect the books whenever he thinks proper, but the inspection should be made in the paymaster's office, and in his presence, or in presence of the officer acting for him.  
[*Q. Reg.*, 23, § 59.]

**COURT-MARTIAL PROCEDURE.\****General Instructions.*

**Q.** May any **number of prisoners** be tried together?

**A.** Yes, for an offence committed collectively; but the plea, defence, finding, and sentence must be recorded separately.

[*Q. Reg.*, *App. A*, § 1.]

**Q.** When more persons than one are **tried separately**, must the court be re-sworn and the proceedings recorded separately in each case?

**A.** Yes.

[*id.*

**Q.** What are the rules as to C.-martial granting **adjournments**?

**A.** They may grant them when necessary, but not for the purpose of obtaining further evidence, unless the court is satisfied that the production of such evidence is not unjust to the prisoner, and is necessary to assist the course of justice.

[*id.*, § 2.]

**Q.** What are the regulations as to **framing charges**?

**A.** They are to be specific in names, dates, and places. The prisoner's regimental number should be inserted, but non-essential minutiae are to be avoided.

[*id.*, § 3.]

**Q.** When a prisoner is charged with any loss or damage, should the amount thereof appear in the charge, and be proved?

**A.** Only when the prices are not fixed by regulation. In the case of articles of which the value depends on length of wear, the value must be proved.

[*id.*

**Q.** What restriction is placed by regulation on the use of the term "**disgraceful conduct**"?

**A.** It should be strictly confined to the class of crimes to which it is applied in the Articles of War.

[*id.*, § 4.]

**Q.** In what words only may the prisoner's **plea** be received?

**A.** "Guilty" or "not guilty."

[*id.*, § 5.]

**Q.** If the prisoner refuses to plead, what plea is to be entered?

**A.** Not guilty.

[*id.*

\* See also COURTS-MARTIAL in this section.

**Q.** Before recording the plea of guilty, of what must the court satisfy itself?

**A.** That the prisoner fully understands what advantages he forfeits by that plea. [Q. Reg., App. A., § 5.]

**Q.** When a prisoner pleads guilty, is it necessary, notwithstanding, to investigate the charges against him?

**A.** Yes; so much must be recorded as will afford the confirming officer a full knowledge of the circumstances. [id.]

**Q.** When a witness refuses to be sworn, is the president qualified to receive a solemn affirmation in lieu of the oath?

**A.** Only where the refusal is grounded on conscientious motives. [id., § 6.]

**Q.** What mode of giving evidence should a witness follow at a C.-martial?

**A.** The witness should answer the question as one put to him by the prisoner or prosecutor, but address his reply to the court. [id., § 7.]

**Q.** What are the rules as to a C.-martial inquiring into a prisoner's former convictions, &c.?

**A.** After a soldier has been found guilty the court will inquire into and record the prisoner's former convictions, and any sentence which he may be undergoing; also his age, date of attestation, service allowed to reckon towards limited engagement, his general character, and any medals, G.-C. badges, or other honorary rewards he may be in possession of. The particulars are for the guidance of the court in awarding punishment, and of the confirming authority in sanctioning the award. [id., § 8.]

**Q.** By whom should evidence of former convictions, &c., be given?

**A.** If possible, by a commissioned officer, who is not a member of the court. [id.]

**Q.** How are the minutes of C.-martial to be made out?

**A.** They are to be accurately recorded, in a legible hand, without erasures. When interlineations or corrections, which should be avoided, are made, they are to be verified by the president's initials. Pages are to be numbered, and sheets stitched together. At least half a page below the signature is to be left for the remarks of the confirming officer. The station and date are to be added. [id., § 9.]

**Q.** Describe the position of the D. judge-advocate at a trial?

**A.** He represents the Judge-Advocate General, and is responsible for a proper record of the proceedings, and for their due formality and legality. He should maintain an entirely impartial position. In important cases he should be assisted by a sworn short-hand writer. [id., § 10.]

**Q.** To what extent should the D. judge-advocate advise the court or interfere with the proceedings?

**A.** Whether consulted or not, he will give advice on any matter before the court. He will sum up the case, and give his opinion on its legal bearing before the finding. [*Q. Reg., App. A., § 10.*]

**Q.** Is the opinion of the D. judge-advocate to be considered conclusive on points of law or procedure which arise on a trial?

**A.** Yes. [*id.*]

**Q.** What are the judge-advocate's duties towards the prisoner?

**A.** When undefended, he should take care that he does not lose any privilege the law allows him. [*id.*]

**Q.** What instructions are to be observed in respect to addresses to the court?

**A.** The prosecutor is allowed an opening address. If at the close of the prosecution the prisoner states that he has no evidence to adduce, the prosecutor may sum up the evidence for the prosecution, after which the prisoner may address the court in defence. (If the prisoner adduces evidence, he may open and close his case with an address; and the prosecutor will be entitled to a reply.) The judge-advocate will then in open court sum up the whole case. [*id.*, § 11.]

**Q.** In special cases when the prosecution is allowed to adduce evidence in reply to the prisoner's defence, when should the prisoner's second address be made?

**A.** After such evidence, and immediately before the prosecutor's reply. [*id.*]

**Q.** May an address to the court follow the summing up by the judge-advocate?

**A.** No; the court will retire to deliberate on the finding. [*id.*]

**Q.** If any question should arise during the trial as upon the admissibility of evidence, in what order may the parties be heard regarding it?

**A.** The person, whether prosecutor or prisoner, requesting the opinion of the court, will speak first, the other will then answer, and the first will be allowed to reply. [*id.*]

**Q.** What is a C.-martial to ascertain before passing sentence on a prisoner?

**A.** That his health, as shown by medical certificate, is such that the sentence can be forthwith carried into effect. [*id.*, § 12.]

**Q.** If the medical certificate states that the prisoner is unable to undergo hard labour, how may imprisonment be awarded?

**A.** "With such labour as, in the opinion of the medical officer of the prison, the prisoner may be equal to." [*id.*]

**Q.** In recording sentence, should the Article of War under which a particular punishment is awarded, be quoted?

A. No; the sentence should conform to the wording of any section of the Mutiny Act, or any Article of War that may be applicable, without quoting it. [Q. Reg., App. A., § 10.]

Q. Should sentence of imprisonment be in days or months?

A. In days. [id.]

Q. How should **mixed sentences** of "imprisonment" and "solitary confinement" be worded?

A. The court should leave it to the governor of the prison to appoint the precise period or periods during which the solitary confinement is to be undergone, but they should carefully comply with the Articles of War as to defining the length of the periods of solitary confinement and of the intervals between them. [id., § 14.]

Q. How should sentence of imprisonment on an offender **already under sentence** be awarded?

A. The award must state that "*the imprisonment is to commence at the expiration of the punishment to which the prisoner had been previously sentenced.*" [id., § 15.]

Q. On **revision** of the proceedings of a C.-martial, what should be attached to and form part of the proceedings?

A. The letter, order, or memo. (or copy) containing the instructions and reasons for requiring revision. [id., § 16.]

Q. To what general consideration is the attention of courts directed in awarding punishment?

A. Just discrimination is to be used, so that the award may be final. [id., § 17.]

Q. When a **N.-C. officer** (or artificer) is sentenced to be reduced, what must be distinctly stated in the sentence?

A. That he is to be "reduced to the ranks." [id., § 18.]

Q. Under what designation of rank should a lance corporal be arraigned?

A. Thus:—*No.—Private (Lance-Corporal) C. D.* [id., § 19.]

Q. Should the loss of acting or lance rank form part of any sentence?

A. No. [id.]

Q. May a N.-C. officer be sentenced to a reprimand by a C.-martial?

A. No. [id., § 20.]

Q. What restriction do the Queen's Regulations place on sentences of **imprisonment** for ordinary offences?

A. It is not to exceed 6 months. [id., § 21.]

Q. In awarding or confirming sentence of imprisonment, what should be kept in view?

A. The locality and climate. [id.]

**Q.** To whom, and by whom, should the proceedings of a general C.-martial be **forwarded** for confirmation?

**A.** By the officiating judge-advocate to the Judge-Advocate General, for submission to Her Majesty, if at home; to the general or other officer vested with authority to confirm the same, if abroad. [Q. Reg., App. A., § 22.]

**Q.** By whom, and to whom, should the proceedings of a district or garrison C.-martial be forwarded for confirmation?

**A.** By the president through the proper channel to the general officer commanding (or where there is no general officer in command, to army head-quarters). [id., § 23.]

**Q.** By whom, and to whom, are the proceedings of a district and garrison C.-martial to be forwarded *after promulgation*?

**A.** By the president, if abroad, to the Judge-Advocate General; if at home, to the D. judge-advocate of the district; who will submit them to the Judge-Advocate General and draw his attention to anything requiring notice. [id., § 24.]

**Q.** What must the proceedings of a C.-martial, when forwarded to the Judge-Advocate General, be accompanied by?

**A.** A covering letter specifying the nature of the contents. [id., § 25.]

### *Proceedings.*

**Q.** From whom are the **forms** for general and district C.-martial to be obtained?

**A.** General officers commanding. [Q. Reg., App. B.]

**Q.** On what paper should the proceedings of a regimental C.-martial be written?

**A.** On paper (both sides) issued by the War Office. [id.]

**Q.** When should the **order** convening the C.-martial, and the warrants appointing the president and judge-advocate, be read?

**A.** Immediately after assembly. [id.]

**Q.** What is the rule as to numbering **questions** in the minutes?

**A.** They are to be numbered consecutively throughout in a single series. [id.]

**Q.** In what manner, and when is an opportunity given to the prisoner of **challenging** any officer detailed for his C.-martial?

**A.** After the convening order has been read, the names of the president and members are read over in hearing of the prisoner, who is then to be asked by the president if he objects to be tried by any of them. [id.]

**Q.** When a prisoner objects to be tried by the president or any of the members of the C.-martial, must he *state his reasons*?

**A.** Yes.

Q. May a prisoner call *evidence* in support of his objection to be tried by the president or any of the members of the court?

A. Yes. [Q. Reg., App. B.]

Q. How should the *decision* of the court regarding a prisoner's objection be made known and recorded?

A. It should be read to the prisoner, and entered in the proceedings. [id.]

Q. When a prisoner's objection to be tried by the president has been referred to and disallowed by the convening officer, how is the fact made known to the prisoner, and recorded?

A. The convening officer's letter is read to the prisoner, marked, and attached to the proceedings. [id.]

Q. May a prisoner object to the *judge-advocate*?

A. No. [id.]

Q. After a prisoner's objection has been allowed, may any *new president or member* appointed be objected to?

A. Yes, as if he were an original member. [id.]

Q. When is the *oath* taken?

A. As soon as the prisoner's objections to the officers (if any) have been decided. [id.]

Q. What is the usual form of *arraignment*?

A. The charge is read, and the prisoner is questioned, "Are you guilty or not guilty of the charge against you which you have heard read?" [id.]

Q. At what point in the proceedings of a C.-martial should all the *witnesses withdraw*?

A. After the prisoner has pleaded. [id.]

Q. May any proceedings of a C.-martial take place except in the *hearing of the prisoner*?

A. None, except the deliberations of the court. [id.]

Q. Has the court any duty to perform with regard to the *charge* before proceeding to trial?

A. They should satisfy themselves of their competence to deal with the charge, both as respects their jurisdiction and the precision with which the charge is worded. [id.]

Q. When a prisoner pleads in *bar of trial*, what course should be pursued by the court.

A. Evidence on oath of the facts stated should be received; and if the plea is well founded, an adjournment, for the purpose of submitting the matter to the convening officer, must take place. [id.]

Q. May any officer who is to be called as a witness at the trial be appointed to act as *prosecutor*?

A. Not if it can be avoided. [id.]

Q. Must the prosecutor be sworn if required to *give evidence*?

A. Yes. [Q. *Reg.*, App. B.]

Q. What is done with any *address* read by the prosecutor?

A. It is marked —, signed by the president, and attached to the proceedings. [id.]

Q. Under what restrictions is a prisoner permitted to avail himself during trial of **professional advice**?

A. He may have any professional person near him to advise him, and to suggest, in writing, the questions to be put to witnesses; but no such person is permitted to address the court or to examine witnesses orally. [id.]

Q. How is the examination and cross-examination of **witnesses for the prosecution** conducted?

A. They may be examined by the prosecutor, cross-examined by the prisoner, re-examined by the prosecutor, and examined by the court. [id.]

Q. When a witness *withdraws*, should the fact be stated in the proceedings?

A. Yes. [id.]

Q. What opportunity should be given to a witness of *correcting mistakes* or omissions in the recorded minutes?

A. It is usual to read the whole of his disposition to him before he leaves the court. [id.]

Q. May the *court question a witness* at any time?

A. Yes; but it is found convenient to wait till both examination and cross-examination have been concluded. [id.]

Q. When a prisoner *declines to cross-examine* a witness, should the fact be recorded in the proceedings?

A. Yes. [id.]

Q. What should be drawn between the *recorded minutes* of every two witnesses?

A. A line. [id.]

Q. What question should be put by the court to the prisoner at the **close of the prosecution**?

A. "Do you intend to call any witnesses in your defence?" [id.]

Q. If a prisoner when called on for his defence applies for an **adjournment** to enable him to prepare it, should the fact be recorded?

A. Yes. [id.]

Q. When a C.-martial adjourns, what entry is made in the proceedings?

A. The hour of adjournment and time fixed for re-assembling are entered. [id.]

Q. When the court **re-assembles** after adjournment, what entry is made on the proceedings?

A. The date and hour of re-assembly, and the presence (or otherwise) of the members are noted. [Q. Reg., App. B.]

Q. When a medical certificate of an **absent member's** state of health is produced in the court, what is done with it?

A. It is marked — and attached to the proceedings. [id.]

Q. When the *president or a member* is absent, what course is to be pursued?

A. If the number of officers serving on the court has fallen below the prescribed minimum the court must adjourn. If the required number is still available, the trial will proceed (a warrant appointing the senior member president, having, if necessary, been obtained and read in court). [id.]

Q. When the *judge-advocate* at a trial is absent, may a new one be appointed and the trial proceed?

A. Yes; the warrant is to be read in court, and the new judge-advocate sworn. [id.]

Q. May any proceedings take place in the absence of either president or judge-advocate?

A. No. [id.]

Q. If a prisoner's **defence** be verbal, how should it be taken down?

A. As nearly as possible in his own words, and in the first person. [id.]

Q. When the prisoner's defence is written, what is done with it?

A. It is read, marked — , signed by the president, and attached to the proceedings. [id.]

Q. How are *witnesses for the defence* examined?

A. They are examined by the prisoner, cross-examined by the prosecutor, re-examined by the prisoner, and finally examined by the court. [id.]

Q. May an adjournment be granted to enable the prosecutor to prepare his **reply** to the defence, or the judge-advocate to prepare his **summing up**?

A. Yes, if necessary. [id.]

Q. What should be done with the prosecutor's reply, and the judge-advocate's summing up, after they have been read?

A. They are to be marked — — , signed by the president, and attached to the proceedings. [id.]

Q. When the court acquits a prisoner, how is the **finding** recorded in the proceedings?

A. "Not guilty of the charge." [id.]

Q. If on the trial of an officer the court desires to acquit the prisoner honourably, what course are they to follow?

A. They are to state so in a separate letter. [id.]



**Q.** Give some instances, in the authorized forms, of a finding of guilty.

**A.** "The court find that the prisoner (No. —, Rank, —, Name, —, — Regiment) is guilty of the charge," or "of all the charges," or "is guilty of the first charge and guilty of the second charge, with the exception of —;" or "is not guilty of desertion, but is guilty of absence without leave." [Q. Reg., App. B.]

**Q.** What record should be produced by a witness in proof of former convictions against a prisoner, and how should it be examined and disposed of by the court?

**A.** A verified extract from the C.-martial book (or regimental or company defaulter book) duly signed is to be read, compared with the original, and if found correct, to be marked—signed by the president and attached to the proceedings. [id.]

**Q.** When a C.-martial has found a prisoner guilty of *drunkenness*, how are former instances of drunkenness to be proved and recorded?

**A.** The number of such instances as proved by reference to the defaulter books will be entered in the proceedings, the evidence being given by the officer whose duty it is to prove former convictions. [id.]

**Q.** In a case of *desertion* what special question is to be put to the officer giving evidence as to former convictions?

**A.** Whether the prisoner surrendered, or was apprehended. [id.]

**Q.** What should be noted in the margin of the proceedings opposite the sentence?

**A.** A short abstract of the same. [id.]

**Q.** Should sentence of *death* specify the manner of death?

**A.** Yes. [id.]

**Q.** What does sentence of "*reduction to the ranks*" imply?

**A.** Reduction to gunner, driver, sapper, or private, as the case may be. [id.]

**Q.** May prisoners, intended for commitment to *Millbank prison*, be sentenced to solitary confinement?

**A.** They should not be so sentenced, as that prison is conducted on the separate system. [id.]

**Q.** In sentencing a soldier to *forfeiture* of G.-C. badges with pay, earned by past service, or medals, should the number of badges be specified, and the medals be described?

**A.** Yes. [id.]

**Q.** Is it necessary that the judge-advocate should sign the minutes as well as the president?

**A.** Yes. [id.]

**Q.** What are the remarks of the confirming officer to include?

**A.** The manner the case is disposed of. [id.]

**Q.** Is the approval on behalf of Her Majesty necessary to the carrying into effect of a *capital sentence* in those cases abroad where the confirming authority also administers the civil government?

**A.** Yes.

[*Q. Reg., App. B*]

**Q.** May additional evidence for prosecution or defence be received on revision?

**A.** No.

[*id.*]

**Q.** May a C.-martial *alter the original minutes* on revision?

**A.** No.

[*id.*]

**Q.** Is a C.-martial bound to *alter its decision* on revision?

**A.** No ; it may adhere to its decision.

[*id.*]

**Q.** When a court alters a finding or sentence on revision, what must be done before the new finding or sentence is recorded?

**A.** They must revoke the former finding or sentence.

[*id.*]

**Q.** When a C.-martial, on revising a finding, makes any alteration therein, is it necessary also that the sentence should be given afresh?

**A.** Yes ; it is not sufficient in such cases for the court to state that they adhere to the former sentence.

[*id.*]

**Q.** When a C.-martial *recommends to mercy*, should the recommendation be embodied in the proceedings?

**A.** No ; it should be appended as a separate communication, signed by the president.

[*id.*]

**Q.** May a court, when forwarding their proceedings, *remark on the conduct* of the parties before them, or on the manner in which a particular witness has delivered his testimony?

**A.** Yes ; but in a separate letter.

[*id.*]

### *Form of Charges.*

**Q.** What is implied by the use of the words "*offering violence*," in a charge?

**A.** Any threatening act or gesture amounting to an attempt to use violence.

[*Q. Reg., App. C.*]

**Q.** When is a N.-C. officer held to be "*in the execution of his office*"?

**A.** At all times while with his regiment or any part of it.

[*id.*]

**Q.** Where *insubordinate language* accompanies acts of violence, should it form a separate charge?

**A.** No ; it should be stated in the charge alleging the violence.

[*id.*]

**Q.** What must be attended to in framing a charge of insubordinate language?

**A.** The precise language must be specified, and if accompanied gesture, the same should be accurately described.

[*id.*]

**Q.** When a prisoner is tried for **desertion**, may the charge of that offence include allegations of making away with necessaries, &c., or fraudulent re-enlistment?

**A.** No; they should form distinct charges. [*Q. Reg., App. C.*]

**Q.** In proving charges of desertion, should evidence bearing on the *degree of the offence*, such as the prisoner's surrender or apprehension, be given?

**A.** Yes. [*id.*]

**Q.** Should a charge of sleeping on, or leaving a **post or guard**, or of being drunk when on guard or sentry, always state the name of the guard and the particular post?

**A.** Yes. [*id.*]

**Q.** What descriptions of C.-martial can try N.-C. officers and soldiers for **drunkenness** not on duty?

**A.** A regimental or detachment C.-martial can try a N.-C. officer, but a district or garrison C.-martial only can try a soldier. [*id.*]

**Q.** Is it necessary that a charge of **fraudulent misapplication** of money should contain a full statement of the facts?

**A.** Yes. [*id.*]

**Q.** In charges of **malingering**, maiming, mutilating, injuring, tampering with eyes, &c., what must be fully stated?

**A.** The precise acts done (or in the case of malingering, omitted to be done). [*id.*]

**Q.** In charges of **theft** must the articles stolen and their value be stated?

**A.** Yes. [*id.*]

**Q.** In a charge of **fraudulently** obtaining money or goods from a civilian, or of fraudulently producing false documents, &c., what must be stated?

**A.** The precise nature of the trick or pretence used in the first case, and of the documents produced in the second. [*id.*]

**Q.** May a charge contain **alternative averments**, as "For having made away with, lost by neglect, or sold," &c.?

**A.** No; a C.-martial cannot convict on such a charge. A separate charge should contain each averment. [*id.*]

**Q.** In charges of **making away with**, or of losing or selling articles, must the different articles be detailed as well as their value?

**A.** Yes; except that the value need not be given in the cases provided for in the Articles of War. [*id.*]

**Q.** What should the charge of conduct to the prejudice of military discipline, in having written an **anonymous letter** to a superior officer, contain?

**A.** A passage, or, if necessary, the whole of the letter should be set out in words. [*Q. Reg., App. C.*]

**Q.** In charging a soldier with obstructing, &c., police, what course should be followed ?

**A.** The particulars should be distinctly specified. If the prisoner joined the party, he is to be charged with the actual assault and obstruction, whether guilty of violence or not. [*Q. Reg., App. C.*]

**Q.** When a soldier is to be tried for having been drunk as well as riotous, should the former form a separate charge ?

**A.** Yes.

[*id.*]

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